

# **Town of Kennebunkport**



## **Proposed Municipal Budget**

**Fiscal Year 2021**  
**July 1, 2020-June 30, 2021**

**Submitted February 28, 2020**

**Prepared by Laurie A. Smith, Town Manager**

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## **TOWN OF KENNEBUNKPORT**

February 25, 2020

**TO:** Members of the Board of Selectmen and Budget Board  
**FROM:** Laurie Smith, Town Manager

### **INTRODUCTION TO THE FY 21 BUDGET**

If the FY 21 budget had a slogan, it would be borrowed from Jim Moran's quote, "The future belongs to those who prepare for it." As our facilities and infrastructure continue to age beyond their life expectancy, it is more important than ever to plan for the future. Our five-year capital plan totals over \$17 million, including everything from Administration to Wastewater. The largest items in the plan are Wastewater projects totaling over \$4.5 million, a town hall at \$3 million, fire engines and building renovations of \$2.3 million, Public Works vehicles and road projects at \$2.8 million, the Cape Porpoise Pier project at \$2.4 million, and a radio replacement upgrade at \$1 million. Although these numbers seem overwhelming, I am presenting a capital reserve and debt management plan to accomplish our goals. The reserve plan will capture \$11.5 million of the needed \$17 million. Supplementing our local property tax dollars will be grants from federal and state agencies, trust fund accounts, and donations.

The budget season is most importantly an opportunity to engage in discussion and analysis about the priorities of our community. The document I have presented is a balance between a responsible fiscal framework and moving the Town forward on a number of goals while maintaining a service level residents value. The budget does not meet all the goals outlined by staff, citizens, or board members; however, I hope through joint dialogue we will arrive at a budget that we can all support.

The municipal budget has an expected tax rate increase of \$0.32 for municipal operations. This breaks down to \$0.17 for Debt Service, \$0.11 for Capital, and \$0.04 for Operations. Municipal expenditures are \$10.3 million increased by \$1,010,798 or 10.9%. The majority of the increase is Capital and Debt Service at almost \$800,000. Operations are up \$215,180 or a 2.93% increase; whereas Capital is increasing by \$445,814, and Debt Service has increased by \$349,804.

Although Revenues took a hit with the loss of \$154,150 in Maine Department of Transportation revenue, staff have strived to present a revenue budget that replenishes this deficit and adds another \$99,949 to the pot. The total contribution of \$254,899 contributed an \$0.13 decrease to the tax rate.

**Expenses:**

There is a short list of drivers this year, but they are sizeable. As already discussed, Capital and Debt Service are significant not only this year but as a part of the Town's future planning effort. Personnel and benefits account for just under 50% of the total municipal budget and are a major driver each year. In FY 21, I am proposing the return of curbside recycling which together with processing and contamination fees will impact the budget by a little over \$100,000.

Capital	\$445,814
Debt Service	\$349,804
Wages & Benefits	\$191,754
Solid Waste	\$102,439

The Debt Service account is seeing an increase in FY 21 due to the first year of full principal and interest payments for the Ocean Avenue seawall bond and the Village Parcel bond.

The Wages and Benefit include a contractual 3% increase townwide, health insurance premium increases, and any market rate adjustments necessary to compensate employees for skill and responsibility levels in a tight labor pool.

The Solid Waste budget increase is due to the return of curbside recycling and associated processing and contamination fees. Although this is a large increase, the Board of Selectmen and I have heard clearly from the citizens that recycling is a priority in the FY 21 budget.

**Revenues:**

FY 21 nonproperty tax revenues are projected to increase by \$99,949 or 3.7%. These type of revenues account for just over 14% of the total budget, with the remaining revenues from property taxes. In the State of Maine, local governments are dependent on the property taxes to fund the majority of local expenses, as the use of local option sales taxes, lodging taxes, etc. are not allowed under state law. Intergovernmental revenue (from the State or Federal government), to fund roads, schools, or economic support are modest in Kennebunkport due to the size of our valuation. Although our nonproperty revenues are a small percentage in comparison to property tax dollars, they are an important mix to our funding model and help spread the cost of services amongst the users.

During the past four fiscal years, I have recommended a reduction in the use of the Undesignated Fund Balance to offset the tax rate. Over the past five years, we have reduced the contribution by \$25,000 each year. This has resulted moving from a \$300,000 transfer to \$200,000. A Fund Balance contribution toward the budget is deemed "normal" in most circumstances; however, I recommended that the Town reduce its reliance on the Fund Balance to a \$200,000 contribution or lower. My proposed budget continues the contribution at the \$200,000 level. Our Fund Balance Policy requires us to maintain 18%, or

a little over 2 months of expenditures available in our General Fund Balance. Each year, as part of the audit process, the Board of Selectmen take action to transfer any additional funds to our Capital Reserve Account. These funds are still available in an emergency situation; however, they are reserved for future capital projects. I am pleased to report that at the end of FY 19, the Selectmen were able to transfer \$500,576 to the account, which currently has a balance of \$786,669. As I have previously stated, the FY 21 budget is part of an aggressive five-year strategy towards capital investment, and I am proposing a \$325,000 transfer from the Capital Reserve Account to supplement the General Fund Expenses.

#### **Debt Service:**

The Debt Service account is seeing an increase in FY 21 of \$369,807. The increase is due to the first full principal and interest payments for the Ocean Avenue seawall project (\$1,000,000 over 10 years) and the purchase of the Village Parcel (\$10,000,000 over 20 years). It is important to recognize that debt service is a part of our capital plan. I have detailed our debt service schedule in the chart below. In FY 2025, a balloon payment on the Village Parcel bond will be due. The debt was structured in this manner to allow the Town the most flexibility in bonding. Should the Town decide to partner with a private developer over the next few years, it also allows the Town to pay down some of the debt service early. The next debt retirement will be in 2024.

**Debt Service Schedule  
General Fund**

	Principal	Interest	Total Debt Service
2021	581,697.42	415,569.28	997,266.70
2022	653,061.27	410,187.37	1,063,248.64
2023	659,253.33	385,296.84	1,044,550.17
2024	670,443.89	360,046.66	1,030,490.55
2025	7,597,226.28	221,756.76	7,818,983.04 <sup>1</sup>
2026	318,197.67	91,019.87	409,217.54
2027	319,183.09	78,514.92	397,698.01
2028	275,000.00	65,927.50	340,927.50
2029	230,000.00	54,288.00	284,288.00
2030	125,000.00	46,688.00	171,688.00
2031	125,000.00	42,315.00	167,315.00
2032	125,000.00	38,495.10	163,495.10
2033	125,000.00	34,534.80	159,534.80
2034	125,000.00	30,455.40	155,455.40
2035	125,000.00	26,290.50	151,290.50
2036	125,000.00	22,065.00	147,065.00
2037	125,000.00	17,789.70	142,789.70
2038	125,000.00	13,488.00	138,488.00
2039	125,000.00	9,159.00	134,159.00
2040	125,000.00	4,760.10	129,760.10

2041	60,000.00	1,268.10	61,268.10
	12,739,062.95	2,369,915.90	15,108,978.85

Note: Includes the following Debt

- <sup>1</sup> VP Balloon Payment to be amortized over 15 years unless funded.
- 2003 Sewer SLR maturing in 2024
- 2016 Police Building maturing in 2027
- 2018 Parks & Recreation building maturing in 2028
- 2020 Ocean Ave maturing in 2029
- 2020 VP exempt maturing in 2040
- 2020 VP taxable maturing in 2025
- 2021 Wastewater maturing in 2041

### What's new in the budget?

- Postage accounts in Administration and Community Development have increased by approximately \$3,000 to fund additional public notice mailings including the semi-annual newsletter and accounts receivable mailings to improve our collection rate.
- The Town is well known for our beaches, ports, and waterways. Protecting them also protects our economy, health, and future. In a recent survey by the Growth Planning Committee, 80% of respondents stated they were concerned about sustainability and the top priority listed was preserving natural resources and the environment. As a small town with staff stretched with current responsibilities, it has been difficult to make the necessary headway on our environmental strategy. Interns over the past two summers have assisted in water quality monitoring, solid waste education, and analyzing our carbon footprint. However, consistent progress was not possible without a year-round staff person. Rather than hire our own sustainability coordinator, I reached out to the coastal communities from Kittery to Kennebunk to gauge whether there would be interest in jointly pursuing a sustainability coordinator which could assist us with local and regional goals. All six towns were quickly in agreement as our priorities in this arena were aligned. I proposed a joint position, employed through Southern Maine Planning Development Commission (SMPDC), which would be the most effective measure for meeting our goals. Another benefit to partnering with SMPDC is they can offer additional services through grants and current staff support. The Town's share of this employee is \$15,000 per year, much less than the \$90,000 required if we hired someone on our own.
- The budget contains the funding to return to curbside recycling. The additional cost for curbside is \$106,000 annually. This together with the estimated processing and contamination fees, \$42,000, and supplies for educating the public, \$4,000, total \$152,000.

- The changes in the recycling market and our return to curbside recycling have brought home the necessity to further citizen education and enforcement. The proposed budget includes a summer intern to assist the Solid Waste Committee in the efforts to control our costs. The intern should quickly return the \$6,000 investment by the reduction in contamination fees.

### **What's not in the budget?**

One of our annual goals is balancing an affordable tax rate with the needs of the Town and RSU 21. Each year as we identify the challenges and goals, we must all measure these against what the citizens can afford. Unfortunately, the FY 21 budget does not fund every challenge nor every current service level. When I began the budget process, our tax rate increase for the municipal portion of the budget was \$0.75. This budget year has been extremely challenging as I have fully examined every operational expense and reduced many in the goal to support our long-term capital and infrastructure needs. It has left me somewhat nervous about the ability to respond to any operational challenges or surprises in the coming budget year. Situations that could quickly upset this proposed budget are: a difficult winter, the replacement and recruitment for a police officer, one change in health insurance benefits due to staff turnover, increases in fuel and heating oil, or a slowdown in the economy. I have built in no additional wiggle room for departments met with unexpected costs. For this reason, the Selectmen and Budget Board may wish to include additional contingency funds to buffer the operational budget from unforeseen budgetary impacts.

The process of weighing priorities through the budget process have created a few changes that should be noted.

- As noted above, the return of curbside recycling is a budget driver in FY 21. As part of my desire to lower the impact on property taxpayers, I have not included funding (\$42,000) for the cardboard dumpster at Dock Square Parking Lot or residential recycling containers. In past years, the Town maintained two cardboard dumpsters, one in the parking lot, and one at Bradbury's store. The dumpster in Cape Porpoise was removed this winter when Bradbury's was no longer able to support the level of labor required to operate the compactor and dumpster. The surrounding towns are now all charging for the disposal of waste and recycling and unfortunately, we have seen an influx of cardboard entering our community. The costs for removal of cardboard jumped from \$11,000 to over \$40,000 annually in one budget year. As I debated the various budget priorities, I contemplated the wisdom of Kennebunkport taxpayers subsidizing the cost of cardboard from businesses and residents outside our borders and removed the dumpsters from my proposed budget.

The second budget reduction in Solid Waste is the removal of recycling containers. In the past, the Town has either subsidized or paid the full cost of the “blue bins” used for recycling. Since we do not have a user fee system, residents are not required to use a particular container, as long as it is clearly marked “recycling.” I have determined that residents are capable of purchasing the bin that best suit their needs and will work with the Solid Waste Committee to purchase stickers which residents can adhere to their bin of choice.

- The Public Health Department provides an integral service to our residents. We currently support a full time Public Health Director and a part-time nurse, both are registered nurses. In 2017 when long-time Director Judy Barrett retired, the Town promoted Alison Kenneway and searched for a part-time nurse. At that time, we increased the hours to 24 hours per week and also offered health insurance for the new employee. With the demands on our budget and the careful scrutiny of our resources, I have reduced the number of hours to the pre-2017 average and removed the health insurance benefits from the budget. The Director and I still believe we will be able to meet patients’ needs in the community while saving \$27,586 from the budget.
- The Public Works Department hires part-time staff each summer to assist in the busy construction season with mowing and maintenance. I have reduced the number of weeks funded for seasonal help with an approximate \$3,000 saving.

**Commitment:**

The current commitment worksheet for FY 21 includes an estimated increase of 2.5% for the County and 4% for RSU 21. At the time of writing this memo, I do not have details on either actual budget impact.

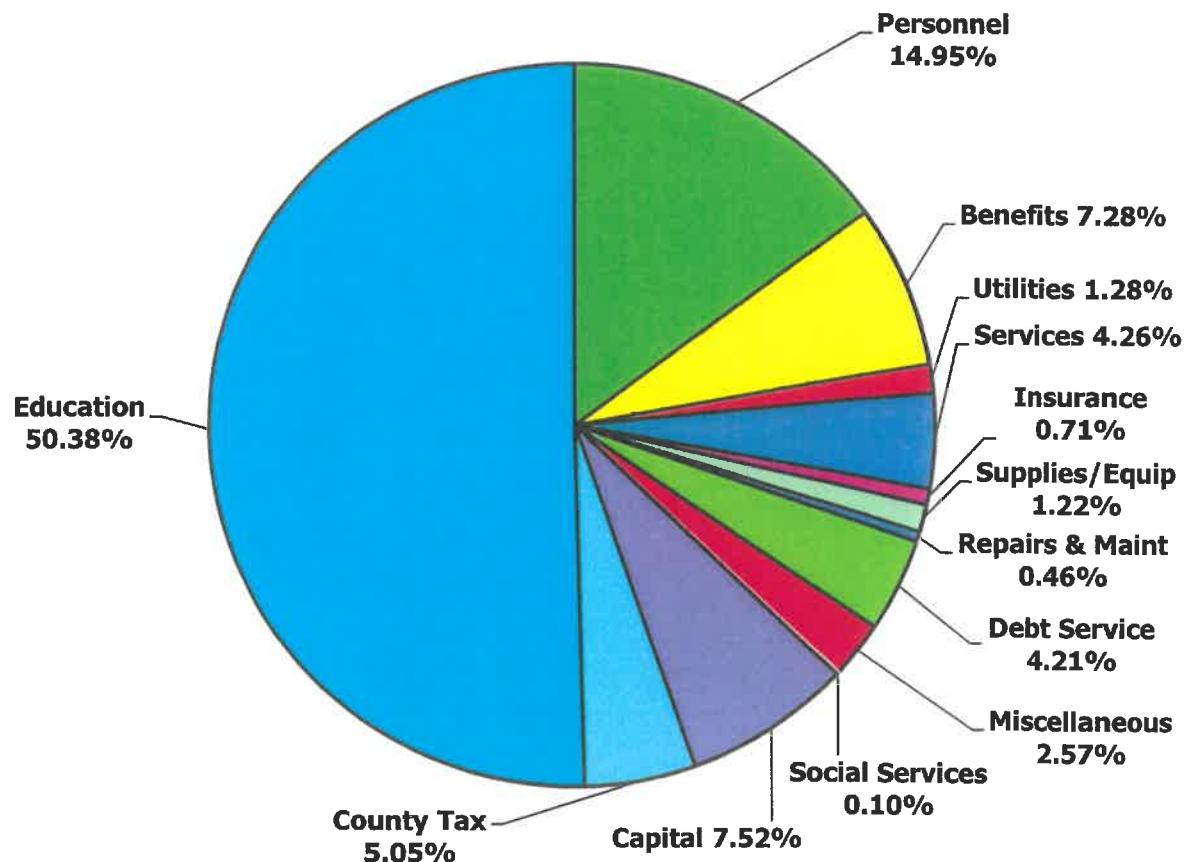
Over the past few years, we have averaged a \$20,000,000 increase in value. I have estimated a conservative valuation increase of \$15,000,000 or 0.75% for FY 21. The Town is currently in the midst of a sales market analysis to evaluate assessed values as our ratio has dropped to 84%. The projected increase in valuation through the market analysis will decrease the tax rate.

I look forward to working with each of you in the weeks ahead.

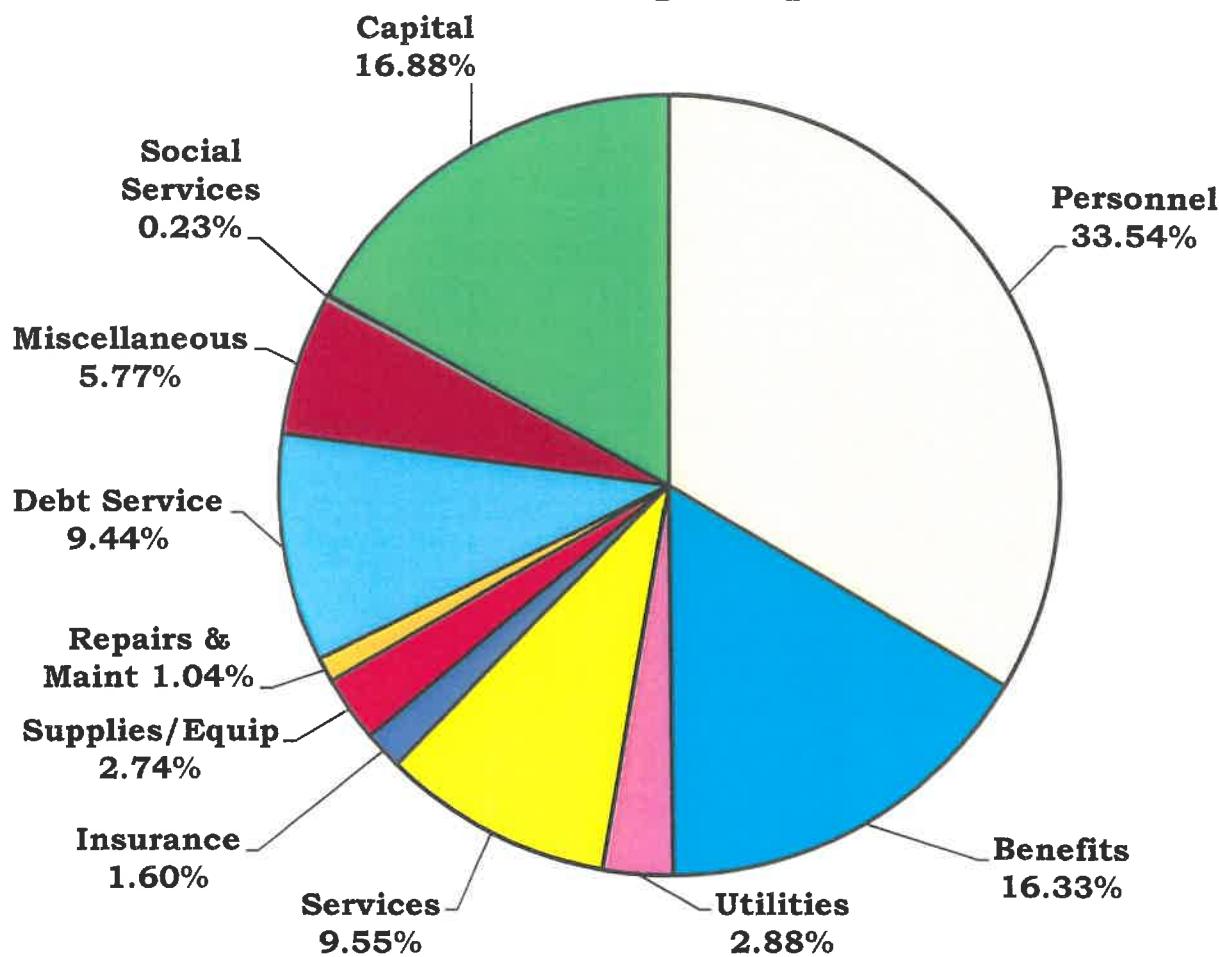
## FY21 Budget Analysis of Expenditures

<b>Cost Category</b>	<b>FY 20 Budget</b>	<b>FY 21 Budget</b>	<b>\$ Inc/(Dec)</b>	<b>% Inc/-Dec</b>
Personnel	3,324,997.00	3,471,427.00	146,430.00	4.40%
Benefits	1,644,909.00	1,690,233.00	45,324.00	2.76%
Utilities	318,350.00	297,946.00	(26,904.00)	-8.45%
Services	888,937.00	988,557.00	99,620.00	11.21%
Insurance	189,504.00	165,630.00	(23,874.00)	-12.60%
Supplies/Equip	317,050.00	283,847.00	(33,203.00)	-10.47%
Repairs & Maint	108,650.00	107,450.00	(1,200.00)	-1.10%
Debt Service	627,662.00	977,466.00	349,804.00	55.73%
Miscellaneous	596,621.00	597,640.00	1,019.00	0.17%
Social Services	22,400.00	23,868.00	1,468.00	6.55%
Capital	1,301,100.00	1,746,914.00	445,814.00	34.26%
County Tax	1,143,776.00	1,172,370.00	28,594.00	2.50%
Education	11,249,250.00	11,699,220.00	449,970.00	4.00%
<b>Expense Totals:</b>	<b>21,733,206.00</b>	<b>23,222,568.00</b>	<b>1,482,862.00</b>	<b>6.82%</b>

### FY 21 Expenses by Category



## FY 21 Municipal Operations



**Personnel:** The Town is a service delivery organization; therefore, almost half of our budget is for salaries and benefits. Salaries have increased by approximately \$146,000 or 4.40%. Salaries include a 3% contractual cost of living adjustment, any applicable longevity increases, and any necessary market rate adjustments. These market increases are authorized when an employee is on an approved training or education plan to garner more skills and responsibilities within their position. It is imperative that in a tight labor pool we recognize employees for their abilities and contributions to the organization. Within the personnel contingency line there is \$10,000 for market adjustments that may be necessary throughout the year, and an additional \$10,000 budgeted in order to fund the payment of accrued vacation and sick time to employees who retire. We are fortunate to have employees with long service records; however, the Town needs to prepare for the costs of accrued time as the workforce gets closer to retirement.

**Benefits:** This category is increasing by 2.76% and covers insurance plans, retirement accounts, FICA, training, dues and travel. The Town instituted substantive changes in its health insurance plan by shifting from a point-of-service plan, to a plan that includes a health reimbursement account and by increasing the employee's share of the premium cost. By establishing this new plan, the Town has been able to greatly reduce the projected increases in benefits by stabilizing these costs. With that said, health insurance costs continue to increase across the nation as insurance companies no longer have a lifetime max or can eliminate candidates because of preexisting conditions. We projected an 8% increase for January of 2021. Most other benefits are reflective of salaries. Training and travel budgets have been impacted slightly as we strive to maintain employee certifications and skill levels.

**Utilities:** The reduction of almost 8.5% in utility accounts is driven mostly by the change in the operation of the streetlights. Through the purchase of this asset, we are reducing our annual costs by about \$23,000. Kennebunk, Kennebunkport Wells Water District has informed us of an over 6% increase in rates which is impacting our hydrant rentals by \$8,210. Most other utility accounts have remained flat, and we have trimmed wherever possible.

**Services:** This cost center is showing a \$99,620 increase or 11.21%. The increase is due to the return to curbside recycling which is a large driver in the FY 21 budget. The expense of curbside pickup is \$106,000 in FY 21. The other change in services is the addition of expenses related to the maintenance of our own streetlights. These costs are outweighed by the savings in lease payments to Central Maine Power.

**Insurance:** These line items are showing a reduction of almost \$24,000. The Town was experiencing a large increase in our workers' compensation modification rate but has recently been reduced from 1.35 in 2019 to .88 in 2020. The modification rate is based upon your last three years of claim experience. Other insurance savings have come from the change in vendors in 2019.

**Debt Service:** The Debt Service account is seeing an increase in FY 21 of \$349,804. The funding level is required to meet increases in bond payments for the Ocean Avenue seawall project (\$1,000,000 over 10 years) and the purchase of the Village Parcel (\$10,000,000 over 20 years).

**Miscellaneous:** This category shows an increase of \$1,019. There are a wide variety of expenses included in this account with increases and decreases in many. Overall, the increase is fairly flat at 0.17%.

**Social Services:** This category increased by \$1,468, due to a recommended increase of \$600 for York County Shelter, and the reclassification of Lifeflight, \$868, to Social Services.

**Capital Outlay:** Due to the significant necessary investments in the next five years, I have invested heavily in capital accounts in FY 21. The total proposed capital budget is \$1,746,914, resulting in an increase of \$445,814 from FY 20. Much of the capital budget, \$1,205,000, is funding reserve accounts including Administration, Communications, Fire, Public Works, and Piers. Other capital needs include record preservation at \$5,000, Police equipment and vehicle replacement at \$44,314, fuel system replacement at \$15,000, road and sidewalk improvements at \$414,100, recreation facilities at \$5,000, and the streetlights purchase at \$58,500.

**Repairs & Maintenance:** There is a slight decrease of \$1,200, which equates to 1.10% change.

**Supplies/Equipment:** The cost center is showing a decrease of 10.47% or \$33,203. Most of this is related to projected fuel costs and usage \$8,000; a one-time purchase of iPads in FY 20 \$6,000; Public Works decrease in equipment, culverts, gravel, salt and tools \$10,000; Fire decrease in supplies, equipment, hose, hydrants and PPE \$6,500; and the remaining totals from various other department reductions.

## **FY 21 Analysis of Costs by Department**

Additional detail is contained within each department's budget explanatory section.

### **Administration: Increase +5.76%, \$57,730.**

- Salaries and related payroll items increase of \$30,074 contractual wage increases, market rate adjustments, and a minimum wage increase for ballot clerks.
- Retirement costs increase of \$5,254 through MSRS and ICMA. The changes reflect any staff changes and increases in wages.
- Health insurance increase of \$13,467 due to projected increase in premiums.
- Travel and Meeting decrease of (\$1,000) due to more local travel for trainings in FY 2021.
- Training and Education increase of \$1,800 due to additional college level coursework for finance staff.
- Contingency increase of \$200 to reflect costs of employee recognition events.
- Electricity cost decrease of (\$500) to reflect projected actual costs.
- Telephone increase of \$ 3,100 to account for phone line costs at Town Hall as well as increase in Town Manager's cell phone reimbursement.
- Heating Fuel decrease of (\$260), to reflect anticipated price of \$2.65 per gallon. The insulation added to the Town Office two years ago is now showing its benefit through reduced fuel usage.
- Water increase of \$20 due to 6% planned rate hike.
- Printing costs decrease of (\$1,000) due to a change in the production of the annual town report and vendor with reduced costs.
- Expert/Professional increase of \$3,367 due to additional hours for information technology support and increased fees for Microsoft products.
- Audit increase of \$508 as per the contract pricing.
- Data processing increase of \$500 due to projected software licensing fees.

This line also includes the purchase of new computers as part of our cyclical replacement plan.

- Operating supplies decrease of (\$1,000) as expenses were rolled into the office supplies line.
- Postage increase of \$1,000 to reflect additional mailings by administration as it pursues more accounts receivables for department operations and public notice mailings.
- Ballot machine decrease of (\$500) for the reduction of one machine for a local ballot in the November election.
- Buildings increase of \$1,000 to cover cost increase in contracting for janitorial services.
- Town Meeting expense decrease of (\$300) to reflect projected actual expense in FY 2021.

**Zoning Board of Appeals: Increase +25%, \$125.**

- Advertising line increase of \$125 to reflect projected publication costs for appeals in FY 2021.

**Conservation Commission: Flat 0%, \$0.**

**Growth Planning Committee: Flat 0%, \$0.**

**Legal Fees: Decrease -26.88%, (\$25,000)**

- This past year saw the closure to the Goose Rocks Beach litigation, and legal funding is no longer required.

**Insurance: Decrease -6.85%, (\$18,374).**

- The Retirement Health Savings Plan (RHSP) is adjusted annually in accordance with salary expenses and anticipated time available for reimbursement. FY 21 has increased this account by \$1,080.
- The Health Reimbursement Account is directly linked to the Town's health insurance plan. The Town instituted substantive changes in its health insurance plan by shifting from a low, deductible plan, to a point-of-service plan that includes a higher deductible and a health reimbursement account, and by increasing the employee's share of the premium cost. For FY 21 the estimated costs are up by \$4,080. This funding is based upon historical experience calculations.

- The Workers Compensation Account has decreased by (\$19,950). These savings are due to a decrease in our modification rate. In 2018 our rate was at 1.43, it decreased in 2019 to 1.35 and is now at .88 for 2020. The modification rate is the multiplier to your premium. Anything over 1.0 will be an adjusted increase and anything below 1.0 will be an adjusted decrease. The rate is determined by the past three years of claim experience.
- Unemployment insurance is seeing a decrease of (\$2,287) due to our claim history and current balance in our account.
- The bond insurance required for the Town Manager and Treasurer now covers all municipal appointed positions and is part of our liability coverage.
- Liability, fleet, and public official's coverage policies are seeing a net increase of \$343.

**Community Development: Increase +4.92%, \$1,451.**

- Salaries and related payroll items are increasing by \$223 due to a 3% salary increase.
- The Internet line item accounts for costs related to streaming and broadcasting public meetings at the Village Fire Station, including virus and spam protection. Cost increases are \$1,128.
- The Newsletter increase of \$2,100 is due to mailing costs associated with two mailings. Previously, the newsletter was placed in local mailboxes. With approximately 45% of taxpayers living outside of Kennebunkport, the decision was made to mail newsletters to all taxpayers.
- The Website line item has decreased by (\$1,000) to reflect the reclassification of emails and related expenses moved to the Administration Expert and Professional line item.

**Planning and Development: Increase +10.13%, \$45,303.**

- Salaries and related payroll items increased by \$ 27,677 due a contractual 3% increase and market adjustment in staff salaries.
- There is a decrease in Overtime of (\$500) to reflect projected actual costs.
- Retirement benefits, MSRS and ICMA, are adjusted by \$1,514 to reflect staff changes, increase in wages, and actual employee participation.
- Health Insurance increase of \$3,126 due to projected increases in health insurance premiums.

- Travel and Meetings increased by \$2,100 due to training to meet educational and certification requirements for five staff members.
- Training and Education decrease of (\$1,000) to reflect actual tuition costs. The travel costs have been moved to the travel line item.
- Expert and Professional line increased by \$11,250 due to the FY 21 funding of a regional sustainability coordinator. The employee is hired jointly between six coastal communities through Southern Maine Planning Development Commission.
- Data Processing line decreased by (\$569) to reflect actual costs for software licenses.
- The GIS map increase of \$950 will fund a staff GIS analysis tool.
- The Postage line item increased by \$500 to reflect additional public notice mailings sent for planning purposes. Applicant mailings are reimbursed through permitting revenue line item.
- The Computer line has decreased by (\$1,100) as there are no replacements planned for computer equipment in this department.

**Police: Increase +2.68%, \$47,334**

- Salary and related payroll items have increased by \$45,934 due to a 3% contractual wage increase and longevity steps. RSU 21 covers 75% of the costs for the three school resource officers we have in the Middle School of the Kennebunks, Kennebunkport Consolidated School, and Mildred Day School. Those funds are reflected in the Revenue budget.
- Retirement accounts, MSRS and ICMA, increased \$4,023 to reflect actual employee participation salary increases.
- Health insurance decrease of \$(1,913) due to a change in employee participation paired with projected increases in premiums.
- Uniforms have decreased by (\$1,000) to reflect projected needs for FY 21.
- Telephone line increase of \$ 3,440 due to in-car GPS system costs which had not been previously budgeted and increased phone costs.
- Postage line decrease of (\$500) as Administration has taken on additional accounts receivable collection.
- Computers show an increase of \$500 to purchase replacement computers for the department.

- Gas line decrease of \$3,150 to reflect actual usage and projected fuel cost.

**Communications: Increase +3.14%, \$16,690**

- Salary and related payroll items increase of \$ 11,707 to reflect contractual 3% increase and longevity increases.
- Retirement account, MSRS and ICMA, increase of \$974 to reflect salary increases.
- Health Insurance increase of \$4,067 due to anticipated health premium increase in FY 20.
- Electricity costs increase of \$500 to reflect actual usage.
- Heating fuel increase of \$860 to reflect needs for generator and projected propane cost.
- Water rate increase of \$35 due to KKWD rate hike.
- Internet line increase of \$500 to reflect Spectrum pricing for cable boxes and new Internet contract.
- Expert/Professional line increase of \$13,550 due to a reclassification of IT services from Maintenance Contracts to Expert/Professional.
- Data Processing line increase of \$280 reflecting increased State of Maine monthly fees.
- Maintenance Contract decrease of (\$17,783) due to reclassification of IT services to the Expert/Professional line and a decrease in 911 funding for York dispatch center. FY 20 included an additional half year of funding that is not needed in FY 21.
- Operating Supplies decrease of (\$1,000) due to projected costs for building maintenance.
- Radio Replacement increase of \$3,000 to purchase three new mobile radios out of 20 total radios that need to be replaced.

**Fire: Increase +1.57%, \$6,553.**

- Salary and related payroll items increase of \$ 10,900, mostly due to a 3% wage increase for staff and additional hours for part-time Fire Chief. In FY 21, I have budgeted for an average 32-hour week average for the Fire Chief.

- Call firefighter salaries have increased by \$10,000. This increase is necessary to cover the anticipated call volume and responding personnel. This also contains a 3% pay adjustment for call firefighters.
- Retirement accounts, MSRS and ICMA, are increased by \$90 to reflect salary increases.
- Health Insurance increase of \$1,166 due to projected premium increase.
- Travel and Meetings line decrease of (\$200) to reflect projected travel.
- Uniform costs have decreased by (\$200) due to anticipated needs with current staffing.
- Recognition line is decreased by (\$500) to reflect projected costs for annual event and regional mutual aid barbecue.
- Heating Fuel decrease of (\$3,920) to reflect projected price for propane, heating fuel and usage for department.
- Water line increase of \$30 due to KKWWD rate increase.
- Expert/Professional increase of \$4,345 to Fully Involved software for iPads and storage which was purchased in FY 20. The increase also reflects a portion of the contracted IT services and the department's share of email and antivirus costs.
- Supplemental Insurance decrease of (\$340) due to lower premium for volunteer insurance for on-call force.
- Office supplies decrease of (\$1,000) due to projected actual costs and needs.
- Equipment decrease of (\$2,000) because we don't anticipate replacing additional tools in FY 21.
- Computers decrease of (\$6,000) due to one-time purchase of 5 iPads in FY 20.
- Hose Replacement decrease of (\$1,106) as we don't anticipate the need to replace hose in FY 21.
- Gas and Diesel decrease of (\$1,035) due to projected fuel cost and usage.
- Personnel Protective Equipment decrease of (\$1,500) as replacement needs are anticipated to be less in FY 21.

- Buildings decrease of (\$2,000) due to projected lower maintenance costs in FY 21.
- Goose Rocks Fire/Cape Porpoise Fire increases based on scheduled CPI increase \$560 and \$463.

**KEMS: Decrease -5.71%, (\$10,000)**

- KEMS has requested a decrease in funding due to additional revenues.

**Emergency Management: Flat, 0%, \$0.**

- Requesting flat funding.

**Animal Control Officer: Decrease -17.47%, (\$2,686).**

- Salaries and related payroll items decrease of (\$2,686) due to staff change and reclassification of duties between Animal Control and Police.

**Harbormaster: Increase +6.68%, \$2,594**

- Salaries and related payroll items for the Cape Harbormaster have increased by \$1,393. This includes a 3% wage increase and health insurance premium adjustments. The Harbormaster in Cape Porpoise also serves at the Pier Manager. Due to the split duties, 15% of wages and benefits are applied to the Harbormaster account, and the remaining funds are attributed to Cape Porpoise Pier Special Enterprise Account.
- River Harbormaster are the shared costs for the Kennebunk River Harbormaster split with the Town of Kennebunk. The increase of \$1,201 is reflective of increases in pay.

**Solid Waste: Increase +20.98%, \$102,439**

- Salaries and related payroll items of \$5,572 to pay for an intern for the summer of 2020 to assist with education and enforcement of the new curbside recycling program.
- Electricity decrease of (\$250) due to the loss of the cardboard compactor at Bradbury's Market.
- Tipping Fee decrease of (\$2,736) based on an estimated 2,800 tons of waste and contracted tipping fee price with Casella.
- Curbside Waste increase of \$4,506 for waste based upon current contractual increase with Casella.
- Curbside Recycle fee decrease of (\$10,653) based on 350 tons and a lower contamination rate and new recycling education program.

- Recycling Pickup increase of \$106,000 through new contracted item with Casella. This will allow for the return of curbside recycling to every home.

**Health: Decrease -14.42%, (\$27,086)**

- Salaries and related payroll items have decreased by (\$10,238) due to reduction in hours for the part-time nurse.
- Retirement accounts, MSRS and ICMA have decreased (\$800) reflecting the decrease in the salary line.
- Health Insurance is decreasing by (\$17,548) due to a reduction in benefits to the part-time nurse.
- Office Supply line increase of \$1,000 due to needed computer replacement.

**Welfare: Flat 0%, \$0.**

- Flat funding requested for FY 21.

**Social Services: Increase +6.55%, \$1,468.**

- Manager submitted recommendations of the Budget Board Social Services Subcommittee. Increases are recommended for York County Shelters, \$600, and Lifeflight, \$868.

**Shellfish Conservation: Increase +2.21%, \$81**

- Salaries and related payroll items show a slight increase of \$81 to reflect annual pay increase.

**Public Restrooms: Increase of +4.62%, \$1,500.**

- Rental of port-a-potty increase due to seasonal contract increase and increase in operational weeks.

**Public Works/Highway: Increase +1.04%, \$10,165**

- Salaries and related payroll items have a net increase of \$11,408. There is a decrease of (\$2,880) reflecting fewer hours in the seasonal part-time hours. This account includes the 3% contractual pay increase.
- Retirement accounts, MSRS and ICMA are adjusted to reflect actual employee participation and salary increases. These accounts are showing an increase of \$3,425.
- Health Insurance increase of \$8,582 reflecting anticipated premium increases.
- Uniform decrease of (\$1,000) reflecting projected actual costs.

- Heating Fuel account decrease of (\$1,200) due to anticipated per gallon cost and usage.
- Expert/Professional line item increase of \$2,125 to allow for additional contracted tree trimming services.
- Street marking increase of \$500 due to increased bid pricing.
- Alarm increase of \$100 due to increased service costs.
- Equipment line decrease of (\$2,000) to reflect projected actual needs.
- Culverts line decrease of (\$1,000) to reflect projected actual needs.
- Gravel line decrease of (\$1,000) to reflect projected actual needs.
- Salt line decrease of (\$5,000) to reflect projected actual tons needed.
- Tools line decrease of (\$1,000) to reflect projected purchases in FY 21.
- Gas line decrease of (\$4,050) reflects projected usage and per gallon price.

**Utilities: Decrease -24.27%, (\$46,790)**

- Fire hydrants increase of \$8,210 reflects a 6% rate increase by Kennebunk, Kennebunkport, Wells Water District.
- Streetlight shows a decrease of (\$55,000), as I am proposing the Town purchase streetlights from Central Maine Power and have reclassified the streetlights to its own account for tracking purposes.

**Public Works Shade Tree: Decrease -1%, (\$423)**

- Salaries and related payroll items increase of \$502, include a 3% increase in the stipend for the Tree Warden and 10% of the cost of the summer intern to work on special projects.
- Expert/Professional increase of \$75 to reflect costs for consulting service.
- Miscellaneous decrease of (\$1,000) as recording fees have decreased with the number of recorded easements.

**Street Lights: Increase +100%, \$35,500.**

*This is a new account to track expenses with town owned streetlights. Staff are proposing that the Town purchase 280 active lights from Central Maine Power. The cost for the purchase is \$58,500. The annual savings from renting lights is projected to be \$23,000, which is a 2.5 year payback.*

- Electricity cost of \$24,000 for 280 active lights throughout town, this is reclassified from the utilities cost center.

- Expert/Professional cost of \$8,000 to account for contracted maintenance service on town owned lights.
- Rental cost of \$3,500 for a one-month rental of street lights from Central Maine Power as we transition to street-owned lights.

**Cemetery: Increase +2.32%, \$336**

- The increase of \$336 is due to a 3% increase in wages and FICA for personnel who maintain the cemeteries.

**Recreation: Increase +8.01%, \$22,675**

- Salaries, and related payroll items have increased by \$22,545. The increases in these accounts are due to market salary adjustments for two staff members to reflect their duties and responsibilities. There is also a 3% wage increase for all staff.
- Retirement accounts, MSRS and ICMA, have increased by \$2,526 in direct correlation with salaries.
- Health Insurance line has increased \$4,191 to account for the projected annual premium increase.
- Training and Education have increased by \$200 to reflect additional training requests by full-time staff.
- Electricity has decreased by (\$4,400). The new building was opened in October 2018 and is heated and cooled with mini-splits that use electricity. It has taken some time to fine tune the system to most efficiently use electricity. The system is now working smoothly resulting in these cost savings.
- Heating Fuel has decreased by (\$30) as we are more accurately able to predict the propane needs for the kitchen stove.
- Waterline increase of \$33 to reflect the rate increase by KKWD.
- Expert/Professional Services decrease of (\$1,720) as the additional funds required in FY 20 for top dressing the field are no longer required.
- Photocopier line increase of \$100 to cover the cost of a department photocopier.
- Computers decrease of \$770 as there are no planned computer replacements in FY 21.

**Graves Library: Flat 0%, \$0.**

- Same level of funding as required in FY 21.

**Cape Porpoise Library: Increase +4.3%, \$600.**

- Increased funding request to meet state minimum wage increase.

**Parsons Way: Flat 0%, \$0.**

- Same level of funding as required in FY 21.

**Goose Rocks Beach: Increase +6.82%, \$3,000.**

- Remaining balance at year-end is placed in a Reserve fund, and the difference replenished each fiscal year. The Town is required to maintain \$130,000 for available funding. This amount reflects anticipated balance at the end of FY 20, along with the costs projected in FY 21.

**Contingency: Decrease -15.38%, (\$10,000).**

- Normally, the Salary and Wages line has \$10,000 budgeted for market adjustments necessary throughout a given year.
- A decrease of (\$10,000) in the Accrued Liabilities line. This line funds a Reserve Liabilities Account for departing employees. The decrease reflects anticipated needs in the next year.
- Miscellaneous account is flat. The Town normally budgets \$30,000 annually for contingencies that may develop throughout the year.

**Miscellaneous Agencies: Decrease -0.05%, (\$5).**

- Increase of \$300 in funding for the Dock Square Monument. The Sea Coast Garden Club tends the flowers in the memorial and anticipates additional costs for FY 21.
- Tariffs on purchases from China are causing an increase of \$563 on our planned fireworks celebration for the 4<sup>th</sup> of July.
- Lifeflight was reclassified from Miscellaneous Agencies to Social Service cost center which relates to the reduction of (\$868) in this account.

**Debt Service: Increase +55.73%, \$349,804.**

- The Debt Service account is seeing an increase in FY 21 due to increases in the principal for the Village Parcel of \$355,000 and the Ocean Avenue seawall project of \$10,000. The seawall project has an increase in interest of \$17,415. There are slight increases in other bonds and a decrease in interest payment for Village Parcel totaling (\$31,025).

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## Summary by Department

02/26/2020

### Expense

		2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept: 25 General Government</b>						
01 - Administration	1,001,725.00	627,613.65	1,059,455.00	57,730.00		5.76%
05 - Zoning Board of Appeals	500.00	383.67	625.00	125.00		25.00%
07 - Conservation Commission	1,350.00	0.00	1,350.00	0.00		.00%
08 - Growth Planning Committee	5,000.00	0.00	5,000.00	0.00		.00%
09 - Legal Fees	93,000.00	36,704.46	68,000.00	-25,000.00		-26.88%
10 - Insurance	268,142.00	185,943.90	249,768.00	-18,374.00		-6.85%
11 - Community Development	29,495.00	18,872.29	30,946.00	1,451.00		4.92%
12 - Planning & Development General Government	447,171.00 1,846,383.00	270,083.36 1,139,601.33	492,474.00 1,907,618.00	45,303.00 61,235.00		10.13% 3.32%

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## Summary by Department

02/26/2020

### Expense

		2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 27 Public Safety						
01 - Police Dept		1,768,839.00	1,105,277.64	1,816,173.00	47,334.00	2.68%
02 - Communications		531,938.00	321,054.30	548,628.00	16,690.00	3.14%
03 - Fire Dept		417,258.00	212,788.84	423,811.00	6,553.00	1.57%
04 - KEMS		175,000.00	175,000.00	165,000.00	-10,000.00	-5.71%
05 - Emergency Management		1,500.00	0.00	1,500.00	0.00	.00%
06 - Animal Control Officer		15,376.00	7,705.38	12,690.00	-2,686.00	-17.47%
07 - Harbormaster Public Safety		38,838.00 2,948,749.00	12,741.40 1,834,567.56	41,432.00 3,009,234.00	2,594.00 60,485.00	6.68% 2.05%

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 29 Health & Welfare					
01 - Solid Waste	488,242.00	295,461.86	590,681.00	102,439.00	20.98%
02 - Health	187,811.00	111,263.13	160,725.00	-27,086.00	-14.42%
03 - Welfare	3,335.00	206.53	3,335.00	0.00	.00%
04 - Social Services	22,400.00	22,400.00	23,868.00	1,468.00	6.55%
07 - Shellfish Conservation	3,671.00	1,487.65	3,752.00	81.00	2.21%
10 - Public Restrooms	32,500.00	20,702.69	34,000.00	1,500.00	4.62%
Health & Welfare	737,959.00	451,521.86	816,361.00	78,402.00	10.62%

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 31 Public Works					
01 - Highway Dept	976,267.00	593,755.29	986,432.00	10,165.00	1.04%
02 - Mechanic - See Highway 2020	0.00	0.00	0.00	0.00	.00%
03 - Utilities-Hydrants	192,790.00	124,081.42	146,000.00	-46,790.00	-24.27%
04 - Shade Tree	42,123.00	5,544.29	41,700.00	-423.00	-1.00%
05 - Street Lights	0.00	0.00	35,500.00	35,500.00	100.00%
06 - Cemetery Public Works	14,513.00 1,225,693.00	6,708.65 730,089.65	14,849.00 1,224,481.00	336.00 -1,212.00	2.32% -.10%

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 33 Recreation & Culture					
01 - Recreation	283,002.00	168,861.13	305,677.00	22,675.00	8.01%
02 - Graves Library	155,000.00	155,000.00	155,000.00	0.00	.00%
03 - Cape Porpoise Library	13,950.00	13,950.00	14,550.00	600.00	4.30%
04 - Parsons Way	4,000.00	3,715.00	4,000.00	0.00	.00%
05 - GRB Advisory Reserve	44,000.00	29,479.70	47,000.00	3,000.00	6.82%
Recreation & Culture	499,952.00	371,005.83	526,227.00	26,275.00	5.26%

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs"		Man Req vs Curr Bud Change %
				Curr Bud	Change \$	
Dept: 36 Overlay						
01 - Overlay Overlay	77,014.00	0.00	77,014.00	0.00		.00%
	77,014.00	0.00	77,014.00	0.00		.00%

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 37 Unclassified					
07 - Contingency	65,000.00	0.00	55,000.00	-10,000.00	-15.38%
Unclassified	65,000.00	0.00	55,000.00	-10,000.00	-15.38%

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 38 Miscellaneous Agencies					
01 - Miscellaneous Agencies	10,668.00	7,368.00	10,663.00	-5.00	-.05%
Miscellaneous Agencies	10,668.00	7,368.00	10,663.00	-5.00	-.05%

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## Summary by Department

02/26/2020

### Expense

		2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept: 39 Capital Outlay</b>						
01 - Administration	130,000.00	131,195.00	205,000.00	75,000.00	57.69%	
02 - Police	30,000.00	30,000.00	44,314.00	14,314.00	47.71%	
03 - Communications	0.00	0.00	250,000.00	250,000.00	100.00%	
04 - Fire Reserve	188,500.00	188,500.00	365,000.00	176,500.00	93.63%	
06 - Highway	6,000.00	6,000.00	155,000.00	149,000.00	2483.33%	
09 - Road Improvement	587,600.00	587,600.00	344,100.00	-243,500.00	-41.44%	
11 - Sidewalk Construction	90,000.00	90,000.00	70,000.00	-20,000.00	-22.22%	
13 - Recreation	2,000.00	2,000.00	5,000.00	3,000.00	150.00%	
19 - Revaluation	67,000.00	67,000.00	0.00	-67,000.00	-100.00%	
20 - Special Projects	0.00	0.00	58,500.00	58,500.00	100.00%	
39 - Piers Capital Outlay	200,000.00 1,301,100.00	200,000.00 1,302,295.00	250,000.00 1,746,914.00	50,000.00 445,814.00	25.00% 34.26%	

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs"		Man Req vs Curr Bud Change %
				Curr Bud	Change \$	
Dept: 41 Debt Service						
01 - Debt Service	627,662.00	298,276.33	977,466.00	349,804.00		55.73%
Debt Service	627,662.00	298,276.33	977,466.00	349,804.00		55.73%

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## Summary by Department

02/26/2020

### Expense

	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 50 Assessment					
01 - Education	11,249,250.00	7,499,500.06	11,699,220.00	449,970.00	4.00%
02 - County Assessment	1,143,776.00 12,393,026.00	1,143,775.22 8,643,275.28	1,172,370.00 12,871,590.00	28,594.00 478,564.00	2.50% 3.86%
<b>Expense Totals:</b>	<b>21,733,206.00</b>	<b>14,778,000.84</b>	<b>23,222,568.00</b>	<b>1,489,362.00</b>	<b>6.85%</b>

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## Capital Costs Analysis

The Town Manager's budget submittal includes a five-year capital improvement program from FY21 to FY25. There are a few large projects in the near future, these include the Cape Porpoise Pier, fire equipment, highway equipment, road improvements, radio infrastructure and equipment, fire station renovations, and a town hall project. In planning for these investments in Town assets, I have developed a reserve plan that would allow us to manage our debt service and capital investment in a manner that should not have a significant impact on the tax rate.

Due to the significant necessary investments in the next five years, I have invested heavily in Capital Accounts in FY 21. The total proposed Capital Budget is \$1,746,914, resulting in an increase of \$445,814 from FY 20. I am proposing the Town transfer \$325,000 from the Capital Reserve Account which equates to a \$220,814 net impact on the tax rate. Our goal each year is to keep the Capital Budget intact and not rob from Capital to fund Operating Expenses. This year, because of the heavy emphasis on Capital Reserves, I have purposely searched for any funds in the Operational Budget to supplement the Capital Budget. Below, you can see a four-year history on capital funding.

	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>Proposed FY 21</b>
<b>Capital Budget</b>	\$1,451,693	\$1,423,100	\$1,301,100	\$1,746,914

Below is the analysis of FY21 Capital Budget requests by department.

### **Administration: \$205,000.**

- Historic Preservation: \$5,000 allocation for ongoing preservation of historical documents at town hall.
- Special Projects: \$200,000 request.
  - Reserve funding for a new town hall, estimated cost is \$3.2 million. The current town hall originally served both Administration and Village Fire Department functions at 6 Elm Street. The Town did have plans to move the town hall and village fire station functions to the North Street parcel in approximately 2000. Eventually, the Fire Department moved to a new facility in 2002; however, the administrative offices stayed at their current facility and it was decided to remodel the current facility in the same year. Eighteen years later, the facility does not accommodate meetings of any size with staff or the general public, does not offer the proper storage facilities for important town documents, has no waiting space for the general public, does not provide for privacy when dealing with

sensitive personnel or public matters, and is extremely limited on parking. The Municipal Facility Needs Study conducted in late 2019 and early 2020 identified that a facility of approximately 8,200 sq. ft. would accommodate current and future (20 years) needs and would include a meeting hall space for public meetings which will be needed when the fire station space is converted to offices.

**Police: \$44,314.**

- Equipment request of \$13,314 to replace cameras at the Police Department. The current equipment is not compatible with Windows 10 and need to be replaced.
- Vehicles request of \$31,000 to replace the 2010 travel vehicle.

**Communication: \$250,000.**

- Special Projects request of \$250,000 to reserve funds for the replacement of our radio equipment and infrastructure. It is anticipated that we may need between \$750,000 - \$1,000,000 in three years.

**Fire: \$365,000.**

- Equipment Reserve account - \$35,000, for the replacement of SCBA apparatus and bottles. An eight-year plan to replace 29 SCBA units and 87 bottles.
- Building Improvements request of \$200,000 to reserve for renovations and an addition to the Village Fire Station. The long-term plan is to reduce the number of fire stations from four to two, which would be located in the village and at Goose Rocks Beach. In order to meet future town needs, the Village Fire Station will be required to accommodate additional trucks, offices for the Fire Department and Kennebunkport Emergency Medical Services, as well as bunk rooms for paid staff. The current estimate for these renovations is \$839,000.
- Fire Apparatus Reserve request of \$130,000 to replace a ladder truck in FY 2024. The Department has completed a long-term replacement schedule for all fire apparatus through 2034. This plan projects the use of funding from the Kittredge and Seavey Trust Funds as well as town appropriations.

**Highway: \$155,000.**

- Equipment request of \$15,000 to replace the fuel system at the Town Garage. The system tracks fuel for all town-owned vehicles. The system is currently not reporting accurately or consistently.

- Vehicles request of \$140,000 to reserve for a FY 2022 replacement of the 2004 International 7400 tandem axle. The total request will be \$280,000.

**Road and Sidewalk Improvements: \$414,100.**

- Road Improvement request of \$344,100 to rehabilitate Wildes District Road, Walkers Lane, River Road, Ocean Avenue, and resolve a drainage issue on School Street.
- Sidewalk Improvement request of \$70,000 for the widening of shoulders along Wildes District Road to improve pedestrian access.

**Recreation and Park: \$5,000.**

- Recreation and Park Improvements request of \$5,000 combined with Capital Reserve Funding would fund a resurfacing and drainage project at the Beachwood Road tennis courts, \$45,000, and replace the liner at the ice rink, \$2,000.

**Special Projects: \$58,500.**

- This one-time funding request would allow the Town to purchase 280 active streetlights from Central Maine Power. The annual savings in payments is \$23,000, which would be a 2.5 return on investment.

**Piers: \$250,000.**

- The Pier Reserve request for \$250,000 is to place funds in the account for a future pier construction at Cape Porpoise. We are applying for Maine DOT Small Harbor Improvement (SHIP) funds and Boating Infrastructure Grant (BIG) for construction in a future year. The total construction cost is estimated to be approximately \$2.5 million. We are hoping that the Town's portion would be \$1.2 million.

## Capital Reserve and Debt Plan

		Capital Reserve Plan							
		Current balance	FY 21	FY 22	FY 23	FY 24	FY 25	subtotal	5 Year Budget
Administration	Town Hall	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 3,200,000
Communications	Radio	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000	\$ 1,500,000
Fire	SCBA Apparatus	\$ 81,470	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 256,470	\$ 280,000
	Fire Station	\$ 478,642	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ -	\$ 998,642	\$ 1,000,000
		\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 800,000	\$ 839,000	
Public Works	Equipment Roads/Sidewalks	\$ -	\$ 155,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 795,000	\$ 800,000
		\$ 414,100	\$ 475,000	\$ 475,000	\$ 450,000	\$ 450,000	\$ 2,264,100	\$ 2,235,771	
Others		\$ 235,338	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,235,338	\$ 1,200,000	
<b>General Fund Subtotal:</b>		\$ 1,634,100	\$ 1,700,000	\$ 1,700,000	\$ 1,675,000	\$ 1,675,000	\$ 8,599,550	\$ 11,054,771	
<b>Wastewater</b>							\$ 1,000,000	\$ 1,000,000	
1 clarifier / 1 press clarifier / press / pump stations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
<b>Bond Payment Retirements</b>									
<b>General Fund Final Bond Payments</b>									
\$1 M Wastewater							\$ (35,393)		
\$400K Police								\$ (45,191)	
\$450K Parks & Rec									\$ (46,471)
<b>Wastewater Fund Final Bond Paymt</b>							\$ (35,393)		

# ***Capital Improvement Program***

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
<b><u>Administration</u></b>							
Records Preservation	Admin	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Records Preservation	Admin						
Records Preservation	Admin						
Records Preservation	Admin						
Town Hall Construction	Bldg/Facilities						
Replace 2017 Codes Vehicle	Equipment						
Records Preservation	Admin						
	<b>subtotal - Administration</b>	<b>\$ 55,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 3,005,000</b>	<b>\$ 230,000</b>
<b><u>Communications</u></b>							
4.1 Replace HVAC System	Bldg/Facilities						
Replace Radio Infrastructure and Equipment	Bldg/Facilities						
	<b>subtotal - Communications</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 1,200,000</b>	<b>-</b>
<b><u>Dock Square</u></b>							
Sidewalk replacement on West side of Dock square	Infrastructure						
Wayfinding signs for Downtown	Bldg/Facilities						
	<b>subtotal - Dock Square</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b><u>Fire</u></b>							
Firefighter PPE	Equipment	\$ 18,500					
Firefighter PPE	Equipment		\$ 18,500				
Rigid Inflatable Boat/engine/trailer - GRB - new 2003 (2022)	Equipment		\$ 18,000				
Firefighter PPE	Equipment			\$ 18,500			
Replace Brush 35 1980 GMC	Equipment				\$ 60,000		
Replace Engine 12 - 1997 PV REPLACE IN 2023	Equipment					\$ 635,000	
Firefighter PPE	Equipment					\$ 18,500	

# ***Capital Improvement Program***

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
Replace Ladder 34 - GRB new 1999 - Replace 2024	Equipment			\$ 1,000,000		\$ 18,500	
Firefighter PPE	Equipment			\$ 840,000		\$ 60,000	
Village Fire Station	Bldg/Facilities						
Replace Car 1 - 2015 Ford F-150 (2026)	Equipment						
SCBA Air Packs (45) (2027)	Equipment						
Rigid Inflatable Boat/engine/trailer - CP - New 2008 (2028)	Equipment						
Replace Squad 11 2006 REPLACE IN 2031	Equipment						
Replace Tank 1 -GRB new 2008 Replace 2038	Equipment						
Engine 23 WW REPLACE IN 2039	Equipment						
Generator - WD	Equipment						
Generator - Village	Equipment						
Hydraulic rescue tool	Equipment						
Wildes Dist, Fire Station	Bldg/Facilities						
Engine 33 GRB - new 2017 (2042)	Equipment	\$ 18,500	\$ 36,500	\$ 78,500	\$ 1,653,500	\$ 858,500	\$ 2,965,500
<b><i>subtotal - Fire</i></b>							
<b><i>Parks and Recreation</i></b>							
Resurface Tennis Courts	Bldg/Facilities	\$ 45,000					
Trail and Beautification of Village Parcel	Infrastructure	\$ 20,000					
Firemen's Park Playground	Equipment	\$ 12,000					
Addition of Ice Rink Lights	Bldg/Facilities	\$ 8,000					
Ice Rink Expansion	Equipment		\$ 10,000				
Zero Turn Mower replacement	Infrastructure			\$ 10,000			
Trail Development					\$ 10,000		
Replace 2015 Bus	Equipment					\$ 60,000	
Public Boat Access	Infrastructure	\$ 77,000	\$ 18,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 100,000
<b><i>subtotal - Parks and Recreation</i></b>							

# Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	FY 25	Future
<b><u>Piers</u></b>								
<b><i>Cape Porpoise</i></b>								
Float Replacement	Bldg/Facilities	\$ 5,000						
Punt Float Pylons	Bldg/Facilities	\$ 10,000						
#3 Hoist Replacement	Equipment	\$ 5,000						
Cape Porpoise Pier Replacement and Bait Shed - Phase 1	Bldg/Facilities	\$ 890,000						
Cape Porpoise Pier Replacement and Bait Shed - Phase 2	Bldg/Facilities	\$ 820,000						
Cape Porpoise Pier Replacement and Bait Shed - Phase 3	Bldg/Facilities	\$ 750,000						
#1 Hoist Replacement	Equipment	\$ 5,000						
Harbormaster Boat	Equipment							\$ 30,000
<b><i>Government Wharf</i></b>								
Replace Coolers	Bldg/Facilities							\$ 25,000
Government Wharf Maintenance Dredge	Infrastructure							\$ 50,000
	<b><i>subtotal - Piers</i></b>	<b>\$ 20,000</b>	<b>\$ 890,000</b>	<b>\$ 820,000</b>	<b>\$ 755,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 105,000</b>
<b><u>Police</u></b>								
Replace 2010 Travel Cruiser	Equipment	\$ 35,000						
Replace Cruiser Computers	Equipment	\$ 6,000						
Replace 2016 Doge Charger	Equipment	\$ 37,000						
Replace Cruiser Computers	Equipment	\$ 6,000						
Replace XXXX Cruiser (2)	Equipment	\$ 72,000						
Replace Weapons	Equipment	\$ 50,000						
Replace XXXX Cruiser	Equipment	\$ 37,000						
Replace XXXX Cruiser	Equipment							\$ 37,000
Replace XXXX Cruiser (2)	Equipment							
	<b><i>subtotal - Police</i></b>	<b>\$ 35,000</b>	<b>\$ 43,000</b>	<b>\$ 78,000</b>	<b>\$ 87,000</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>	<b>\$ 181,000</b>

# Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
<b><u>Public Works</u></b>							
Repair and reconstruct roads	Infrastructure	\$ 450,100					
Repair and construct sidewalks.	Infrastructure	\$ 70,000					
Replace 2004 International Tandem	Equipment						
Repair and reconstruct roads	Infrastructure	\$ 280,000					
Repair and construct sidewalks.	Infrastructure	\$ 513,659					
Repair and reconstruct roads	Infrastructure	\$ 10,000					
Repair and construct sidewalks.	Infrastructure	\$ 484,913					
Repair and reconstruct roads	Equipment						
Repair and construct sidewalks.	Infrastructure	\$ 20,000					
Repair and construct sidewalks.	Equipment						
Repair and construct sidewalks.	Infrastructure	\$ 302,874					
Repair and reconstruct roads	Equipment						
Repair and construct sidewalks.	Infrastructure	\$ 29,106					
Repair and reconstruct roads	Equipment						
Repair and construct sidewalks.	Infrastructure	\$ 180,000					
Repair and reconstruct roads	Equipment						
Repair and construct sidewalks.	Equipment						
Replace 2011 International	Equipment						
Repair and reconstruct roads	Infrastructure	\$ 355,119					
Repair and construct sidewalks.	Infrastructure	\$ 170,000					
Replace 2012 International	Equipment						
Repair and reconstruct roads	Infrastructure	\$ 9,000					
Replace 2011 International	Equipment						
Replace 2001 Titan 5000 Line Striper	Equipment						
Repair and reconstruct roads	Infrastructure	\$ 411,330					
Repair and construct sidewalks.	Infrastructure	\$ 29,106					
Repair and reconstruct roads	Infrastructure	\$ 391,200					
Repair and construct sidewalks.	Infrastructure	\$ 10,915					
Repair and reconstruct roads	Infrastructure	\$ 100,242					
Repair and construct roads	Infrastructure	\$ 140,864					
Repair and construct sidewalks.	Equipment	\$ 98,103					
Repair and reconstruct roads	Equipment	\$ 170,000					
Repair and reconstruct roads	Infrastructure	\$ 160,000					
Replace 2015 International	Equipment						
Replace 2013 JD Loader	Equipment						
Repair and reconstruct roads	Infrastructure	\$ 391,200					
Replace 2020 Ford Ranger	Equipment	\$ 35,000					
<b>Subtotal - Public Works</b>		<b>\$ 520,100</b>	<b>\$ 803,659</b>	<b>\$ 504,913</b>	<b>\$ 511,980</b>	<b>\$ 535,119</b>	<b>\$ 2,116,960</b>

# Capital Improvement Program

Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
<b><u>Special Projects</u></b>							
Purchase of Streetlights	Infrastructure	\$ 58,500					\$ 2,000,000
Sea Walls on Ocean Avenue Evaluation	Infrastructure						\$ 1,000,000
Pier Road Reconstruction	Infrastructure						\$ 3,000,000
	<b><i>subtotal - Special Projects</i></b>	<b>\$ 58,500</b>	<b>\$ -</b>				
<b><u>Wastewater</u></b>							
Grinder Pump Replacement	Equipment	\$ 11,380					
SCADA Computer upgrade	Equipment	\$ 15,000					
(4) Toshiba S3ASD VFDS for effluent pumps	Equipment	\$ 7,920					
(3) Spare pump station motors	Equipment	\$ 26,517					
Repair concrete foundation issue Pump Station #12	Infrastructure	\$ 8,000					
Repurpose/install existing generator at Pump Station #13	Infrastructure	\$ 8,000					
Grinder Heads for Green Street Pump Station	Infrastructure	\$ 12,500					
Rehabilitation of circular clarifier (1)	Bldg/Facilities	\$ 500,000					
Replace Filter Press (1)	Bldg/Facilities	\$ 600,000					
Grinder Pump Replacement	Equipment	\$ 28,180					
Replace Filter Press (1)	Bldg/Facilities		\$ 600,000				
Rehabilitation of circular clarifier (1)	Bldg/Facilities		\$ 500,000				
Replace Ocean Ave. Pump Station #6	Infrastructure			\$ 300,000			
Replace Wildes District Rd. Pump Station #8	Infrastructure			\$ 819,000			
Replace Paddy Creek Pump Station	Infrastructure				\$ 819,000		\$ 300,000
Replace South Main St. Pump Station #5	Infrastructure					\$ 300,000	
Replace Ocean Avenue Gravity Main from Nonantum to Bridge	Bldg/Facilities						
Repair Compost Building Side Panels	Infrastructure						
Replace Cape Porpoise Pump Station #10	Bldg/Facilities						
Replace Mills Lane Pump Station #2	Infrastructure						
Replace Submersible Mixer	Equipment						
Replace Axial Flow Pumps (2)	Equipment						
Huber fine screen #101 2011	Equipment						

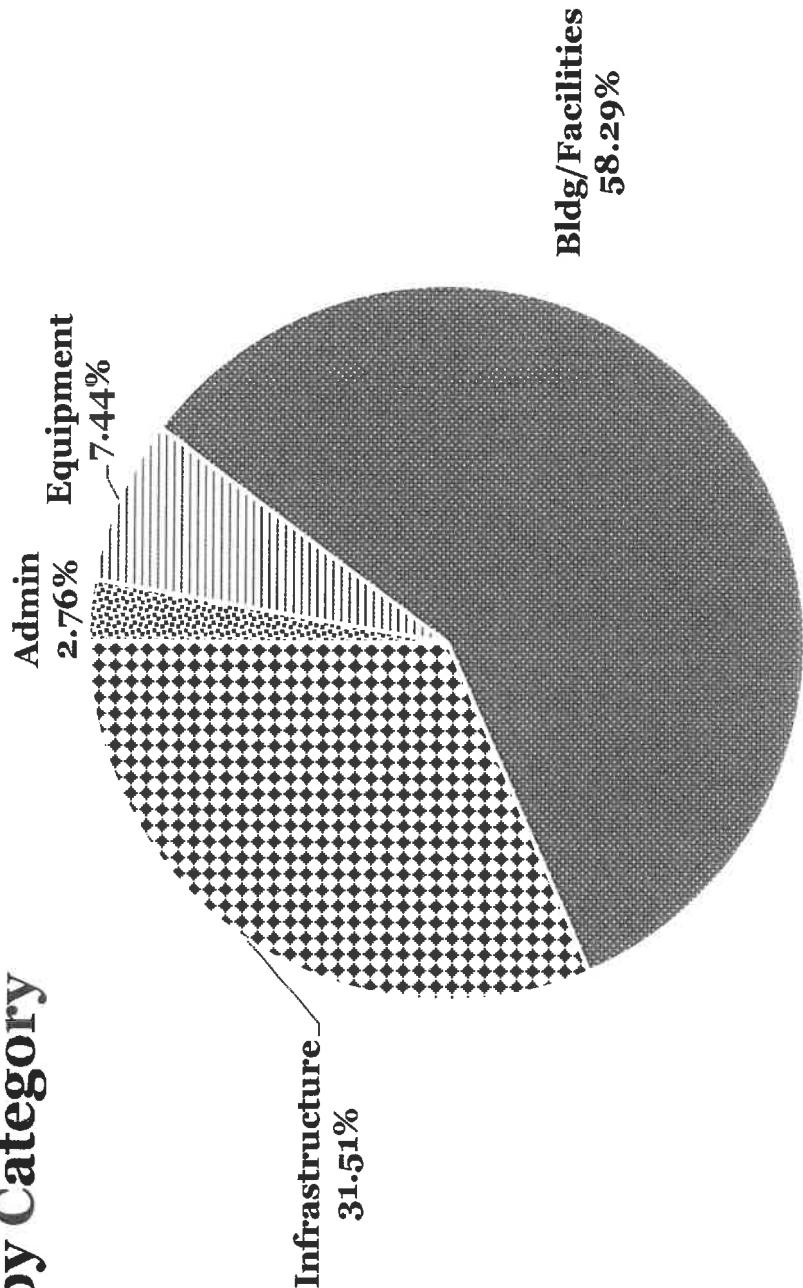
## ***Capital Improvement Program***

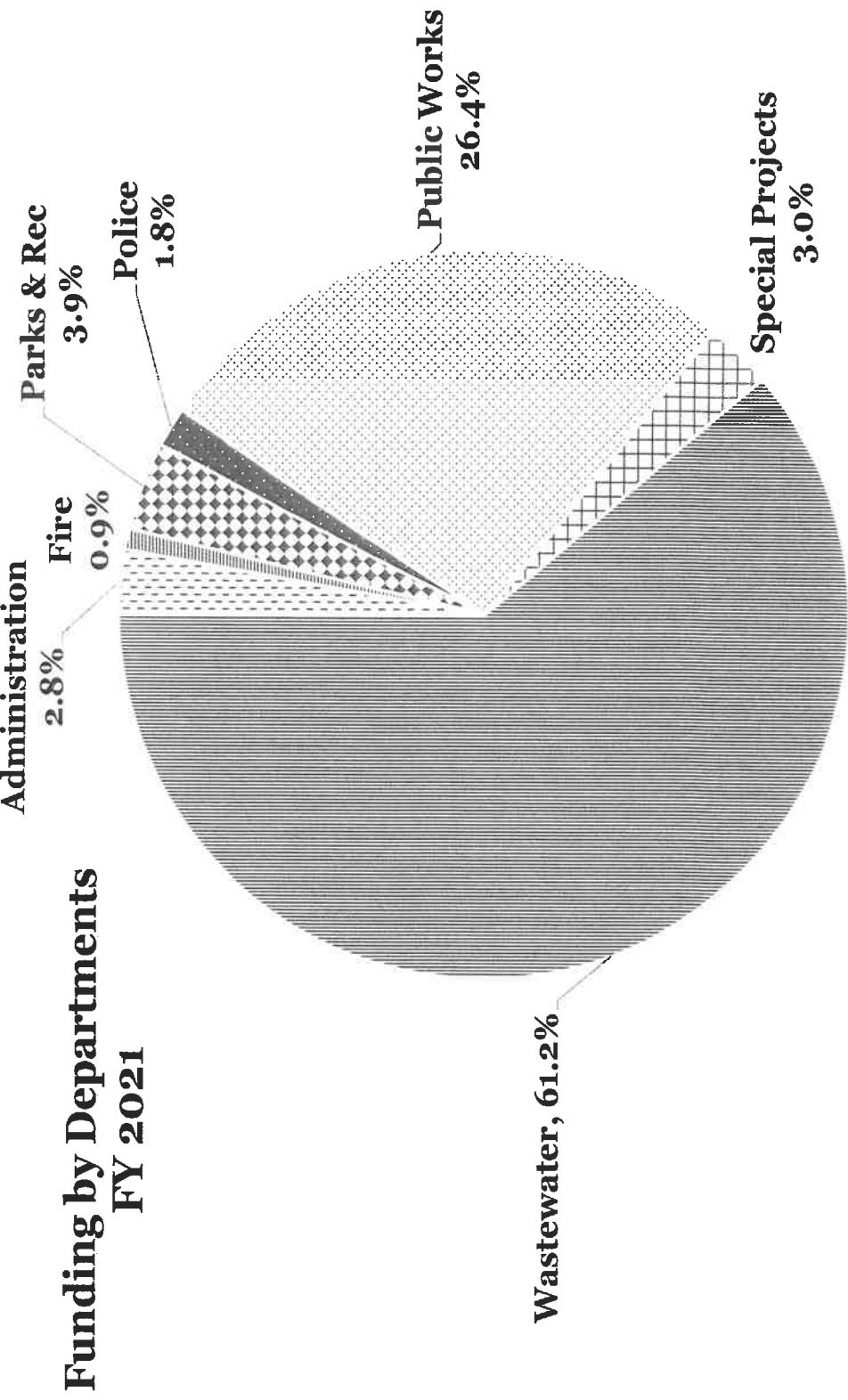
Department	Type	FY 21	FY 22	FY 23	FY 24	FY 25	Future
Huber fine screen #102 2011	Equipment					\$ 125,000.00	
Grinder Pump Replacement	Equipment					\$ 100,000	
Replace 2013 Service Truck	Equipment					\$ 50,000	
Repair Compost Building Interior Column	Bldg/Facilities					\$ 10,000	
Replace 2006 Jetter	Equipment					\$ 60,000	
Replace Turbats Creek Pump Station #7	Infrastructure					\$ 525,000	
Replace Paddy Creek Pump Station #9	Infrastructure					\$ 525,000	
Replace Mills Rd. Pump Station #11	Infrastructure					\$ 525,000	
Replace Kings Highway Pump Station #12	Infrastructure					\$ 525,000	
Replace Kings Lane Pump Station #13	Infrastructure					\$ 525,000	
Replace Kings Highway (West) Pump Station #14	Infrastructure					\$ 300,000	
Replace Prescott Drive Pump Station #15	Infrastructure					\$ 300,000	
Replace Washington Court Pump Station #16	Infrastructure					\$ 300,000	
Replace Wakefield Pasture Pump Station #17	Infrastructure					\$ 300,000	
Replace 6.5 miles 1972 Sewer Lines	Infrastructure					\$ 2,100,000	
<b><i>subtotal - Wastewater</i></b>		<b>\$ 1,189,317</b>	<b>\$ 28,180</b>	<b>\$ 1,100,000</b>	<b>\$ 1,119,000</b>	<b>\$ 1,119,000</b>	<b>\$ 7,921,000</b>
<b>GRAND TOTAL</b>		<b>\$ 1,973,417</b>	<b>\$ 1,824,339</b>	<b>\$ 2,636,413</b>	<b>\$ 5,341,480</b>	<b>\$ 5,614,619</b>	<b>\$ 16,644,460</b>

Road Name	Road Length (in miles)	Road Width	2021	2022	2023	2024	2025	2026	2027	2028	2029
Acacia Road	0.089	18									\$6,939
Arlington Street	0.176	20									\$212,110
Arundel Road - North Street to GRB	2.226	22									\$47,930
Arundel Road - River Road to North Street	0.503	22									
Atlantic Avenue	0.037	20									
Bailey Court	0.189	20									
Bartlett Avenue	0.077	20									
Beachwood Avenue	2.400	20									
Beacon Avenue	0.140	20									
Belair Avenue	0.111	18									
Bellevue Avenue	0.022	16									
Bellewood Avenue	0.064	18									
Belvidere Avenue	0.116	18									
Birch Court	0.090	18									
Broadway Avenue	0.050	14									
Central Avenue	0.104	20									
Chestnut Street	0.084	30									
Church Street	0.128	26									
Clover Leaf Farm Road	0.097	16									
Community House Road	0.226	18									
Community House Way	0.100	18									
Crescent Avenue	0.175	16									
Cross Street	0.041	24									
Dorrance Road	0.090	14									
Dyke Road	0.660	22									
East Avenue	0.176	18									
Edgewood Avenue	0.116	18									
Bel Bridge Lane	0.084	16									
Elm Street	0.122	20									
Fairfield Hill Road	0.300	20									
Fishers Lane	0.146	18									
Goose Rocks Road	4.000	22									
Grandview Avenue	0.133	22									
Gravelly Brook Road	0.700	18									
Greene Street	0.125	24									
Guinea Road - Biddeford Line to Whitten Hill Road	0.798	22									
Guinea Road - Goose Rocks Road to Whitten Hill Road	1.039	22									
Haverhill Avenue	0.144	16									
Hawward Avenue	0.053	14									
High Point Drive	0.246	20									
High Street	0.048	18									
Jeffery's Way	0.057	18									
Josiah Curtis Lane	0.039	20									
Kings Highway - Batsons Creek to Sand Point Road	1.657	24									
Colony Ave	0.151	20									
Kings Highway - Sand Point Road to Little River	0.180	22									
Laniford Road	0.571	18									
Locke Street	0.174	16									
Magnolia Drive	0.220	16									
Main Street	0.634	24									
Maine Street - North Street to School Street	0.253	30									
Maine Street - Wildes District Road to School Street	0.340	22									
Spruce Lane (Formerly Manleyview Avenue)	0.163	20									
Mast Cove Lane	0.050	18									
Meserves Lane	0.076	14									
Mill Lane	0.044	16									
Mills Road - Beachwood Avenue to Biddeford Line	2.673	24									
Mills Road - Main Street to Beachwood Avenue	1.680	24									

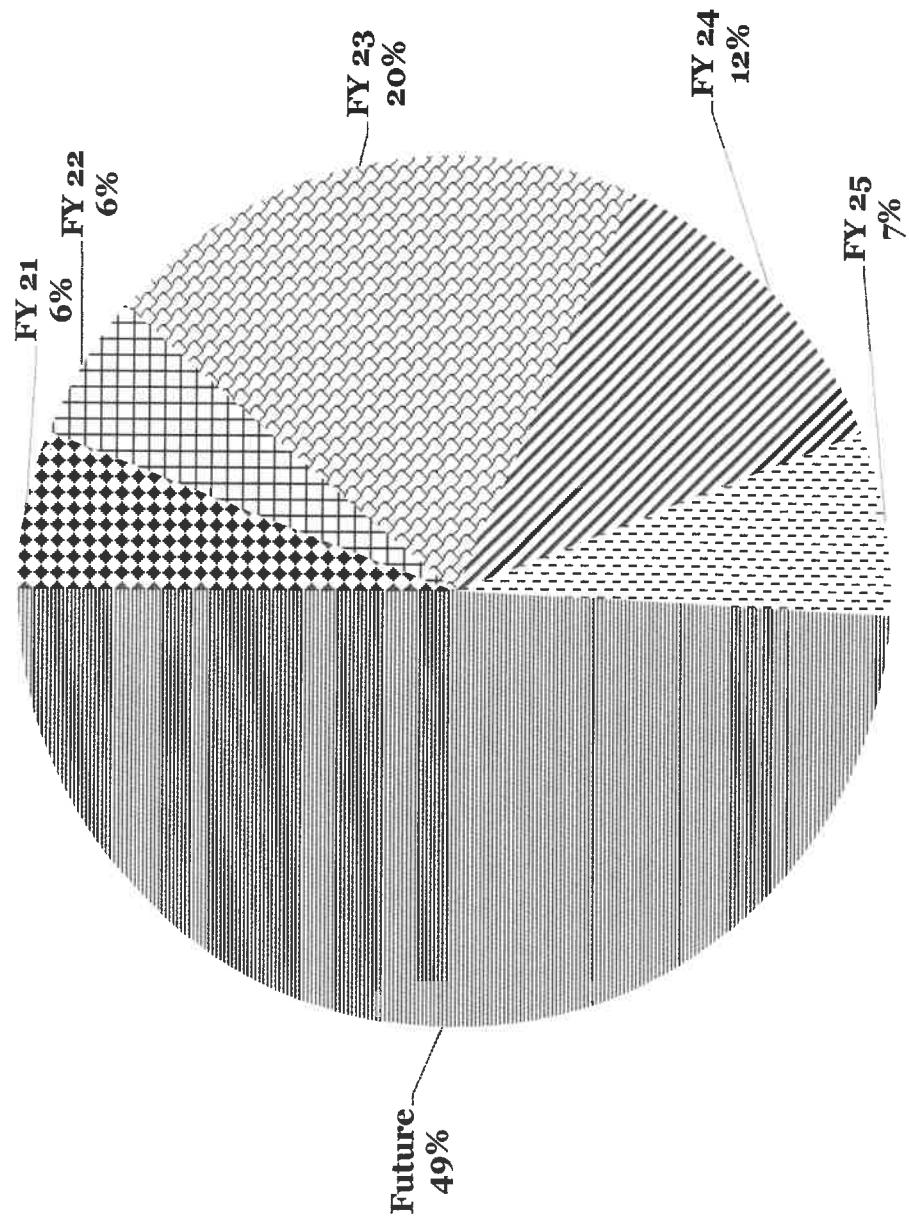
Road Name	Road Length (in miles)	Road Width	2021	2022	2023	2024	2025	2026	2027	2028	2029
Mount Kineo Road	0.424	18									
New Biddeford Road	0.867	26									
North Street	1.420	24									
Northwood Drive	0.698	18									
Norwood Lane	0.059	16	\$81,000	\$81,000							\$4,089
Oak Ridge Road	1.669	22									
Oak Street	0.170	16	\$80,100								
Ocean Avenue - Chicks Creek Bridge to King's Highway	0.449	24									
Ocean Avenue - King's Highway to Wamby	1.261	24									
Ocean Avenue - Spring Street to Chicks Creek Bridge	0.520	22	\$92,600								
Ocean Avenue - Wamby to Turbats Creek Road	0.930	22									
Old Cape Road	1.228	22									
Old Fort Avenue	0.149	20									
Paddy Creek Hill Road	0.100	16									
Paddy Creek Road	0.100	16									
Pearl Street	0.121	24									
Pier Road	0.644	22									
Pleasant Street	0.125	18									
Port Farm Road	0.100	20									
Proctor Avenue	0.090	18									
River Road	0.613	22									
Saddle Way	0.070	20									
School Street	1.400	24									
Sherwood Drive	0.100	20									
South Main Street	0.726	22									
South Street	0.068	18									
Spouting Rock Avenue	0.050	12									
Spring Street	0.151	28									
Squier Lane	0.248	24									
Stone Road	0.978	22									
Stonewood Lane	0.131	22									
Summit Avenue	0.248	20									
Temple Street	0.058	30									
Towne Street	0.146	18									
Turbats Creek Road	0.700	18									
Union Street	0.089	20									
Wakefield Pasture Road	0.200	18									
Walkers Lane	0.329	22									
Ward Road	0.274	20									
Washington Court	0.141	28									
Weasmore Circle	0.100	14									
West Street	0.086	16									
Whitten Hill Road	1.367	22									
Wildes District Road	1.800	18									
Wildwood Avenue	0.347	18									
Willey Road	0.415	22									
Windemere Drive	0.100	18									
Winslow Lane	0.120	20									
Winter Harbor Road	0.690	22									
Woodlawn Avenue	0.200	20									
Sidewalks and Paved Shoulders											
Road Reconstruction and/or Paving											
Total	48.166		\$70,000	\$10,000	\$20,000	\$29,106	\$0	\$0	\$10,915	\$0	
			\$450,100	\$513,659	\$484,913	\$302,874	\$355,119	\$179,090	\$245,772	\$98,103	
			\$520,100	\$623,659	\$504,913	\$331,980	\$365,119	\$179,090	\$256,687	\$98,103	\$793,000

## FY '21 by Category





## Funding by Fiscal Year



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## **FY 21 Nonproperty Tax Revenues Analysis**

FY 21 nonproperty Tax Revenues are projected to increase by \$99,949 or 3.7%. These type of Revenues account for just over 14% of the total budget, the rest is accounted for in property taxes. In the State of Maine, local governments are dependent on the property taxes to fund the majority of local expenses, as the use of local option sales taxes, lodging taxes, etc. are not allowed under state law. Intergovernmental Revenue (from the state or federal government), to fund roads, schools, or economic support are modest in Kennebunkport due to the size of our valuation.

Although our nonproperty revenues are a small percentage in comparison to property tax dollars, they are an important mix to our funding model and help spread the cost of services amongst the users.

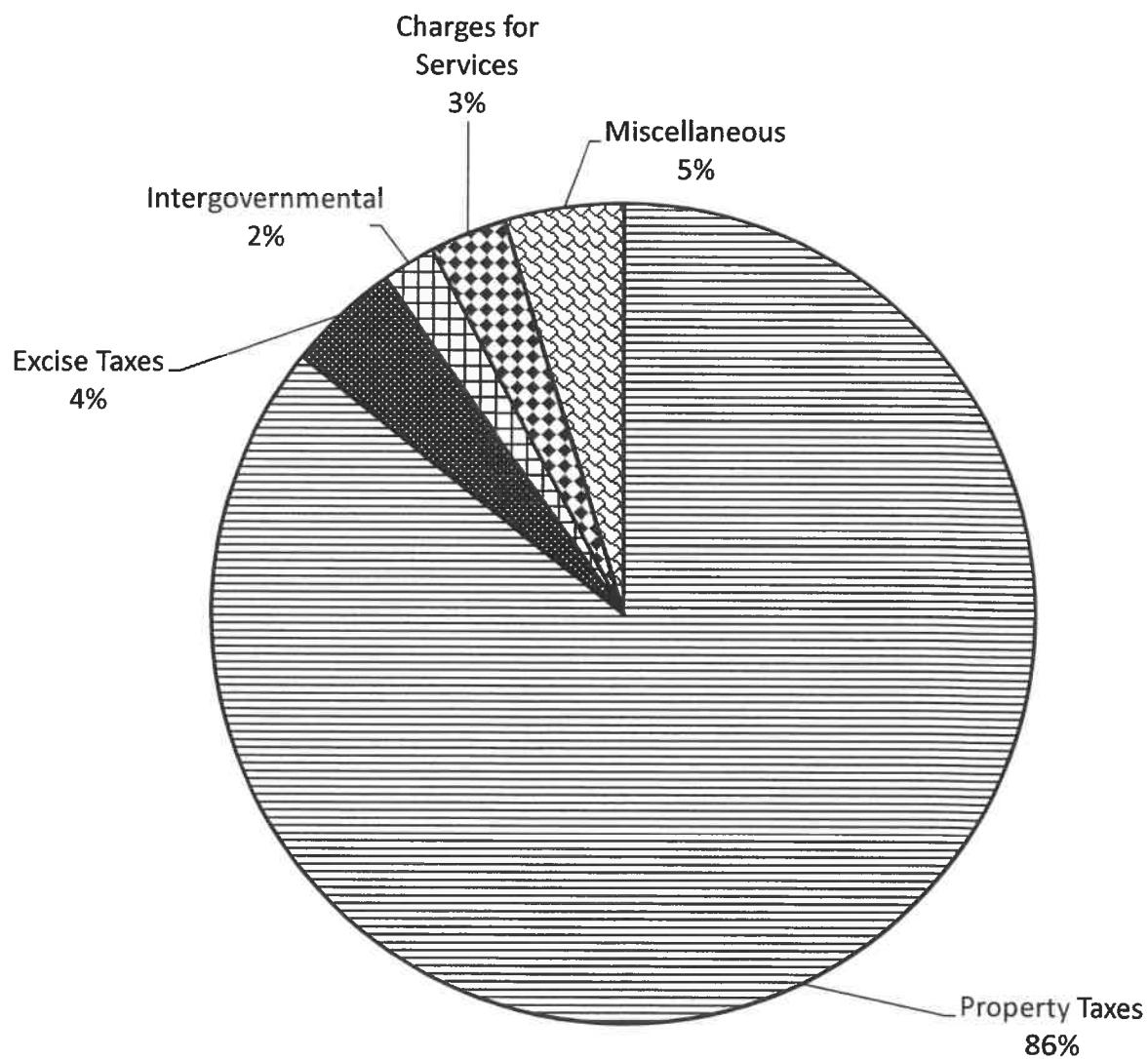
This year we will see a loss in Maine Department of Transportation revenue of \$154,150 as our road improvement projects do not include any state roads. This was a hit to our Revenues and equates to a \$0.07 increase in the tax rate alone. Staff has stretched to find revenues to not only make up this difference but surpass last year's revenues by \$99,949. The total difference, \$254,099, contributes a \$0.13 decrease to the tax rate.

I have noted the major increases in revenue in the chart below:

<b>Revenue Category</b>	<b>Amount Increase</b>	<b>Reason</b>
Auto Excise	\$ 40,000	Increase in vehicle values and purchases.
State Revenue Sharing	\$ 65,000	Increase in state funding model
Building Permits	\$ 55,000	Changes to fee schedule in FY 20 and development level in Town
Parking Violations	\$ 10,000	Increase in violations and increased accounts receivable activity
GRB Stickers	\$ 10,000	Increase in prices in FY 20
Investment Income	\$ 42,000	Increase in interest rates
Recreation Special Revenue	\$ 15,000	Increase in Recreation programming and resulting revenues
<b>Total:</b>	<b>\$ 237,000</b>	

	Revenue Summary			Man Req vs Curr Bud	Man Req vs Curr Bud
	2020 Budget	2020 YTD	2021 Manager	Change \$	Change %
Property Taxes	18,745,020	18,745,028	19,909,433	1,164,413	6.21%
Excise taxes	994,600	668,875	1,034,600	40,000	4.02%
Intergovernmental	575,936	387,259	494,285	(81,651)	-14.18%
Charges for services	618,350	563,022	704,750	86,400	13.97%
Miscellaneous	799,300	600,890	1,079,500	280,200	35.06%
<b>Revenue Totals:</b>	<b>21,733,206</b>	<b>20,965,075</b>	<b>23,222,568</b>	<b>1,489,362</b>	<b>6.85%</b>

### Revenues FY 21 Budget



## Budget Request

02/25/2020

### Revenue

Dept/Div:	01-01 Property Taxes / Property Tax	Revenue						Man Req vs" Curr Bud Change %
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	
01 Current Taxes	17,192,722.00	17,257,155.46	18,745,020.00	18,745,028.06	19,909,433.00	0.00	1,164,413.00	6.21%
Estimated current property tax to balance the budget.								
Property Tax	17,192,722.00	17,257,155.46	18,745,020.00	18,745,028.06	19,909,433.00	0.00	1,164,413.00	6.21%

## Budget Request

02/25/2020

### Revenue

Dept/Div:	Category	Revenue				Man Req vs" Curr Bud Change \$
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	
		Manager	Committee			
02-01	Excise Taxes / Excise					
01 Auto Excise	Motor vehicle and airplane excise tax collections. Excise tax tends to grow with vehicle values. Increased to reflect anticipated collections.	940,000.00	1,053,456.36	980,000.00	679,597.61	1,020,000.00 0.00 40,000.00 4.08%
02 Boat Excise	Boat excise tax collections.	14,500.00	15,225.60	14,600.00	3,961.30	14,600.00 0.00 0.00 .00%
	Excise	954,500.00	1,068,681.96	994,600.00	683,558.91	1,034,600.00 0.00 40,000.00 4.02%

## Budget Request

02/25/2020

### Revenue

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div:	04-01 Intergovernmental / Intergovernmental	55,000.00							
01 State Revenue Sharing	By State statute, 5% of the State's sales tax revenues are to be shared with municipalities in return for performing many State functions. The current budget only funds 2% of the collected revenue.	65,461.85	55,000.00	76,457.13	120,000.00	0.00	65,000.00		118.18%
02 Homestead Exemption	The State reimburses 70% of the 25,000 exemption given to primary residences @ 780.	82,635.00	82,635.00	89,488.00	62,216.00	90,000.00	0.00	512.00	.57%
03 Local Road Assistance	Financial assistance from Maine Department of Transportation to be used toward capital improvements on local roads and bridges. The funds are flat funded at the 1998 rate.	42,000.00	42,256.00	42,000.00	43,376.00	42,000.00	0.00	0.00	.00%
04 Tree Growth	A State reimbursed assistance program for a reduced per acre rate on forested land which results in a property tax reduction. Decreased to reflect projected actual acres in tree growth.	6,000.00	6,893.75	5,340.00	6,468.20	6,000.00	0.00	660.00	12.36%
06 Veterans Exemption	State reimbursement for veterans' property tax relief, which the municipality is responsible for exempting in value.	2,200.00	2,218.00	2,200.00	0.00	2,300.00	0.00	100.00	4.55%

## Budget Request

02/25/2020

### Revenue

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	Man Req vs" Curr Bud	Man Req vs Curr Bud
							Change \$	Change %
Dept/Div: 04-01 Intergovernmental / Intergovernmental CONTD								
07 General Assistance	1,000.00	1,007.57	1,500.00	0.00	1,000.00	0.00	-500.00	-33.33%
State reimbursement toward expenses related to General Assistance. Currently set at 50% of total expenditures.								
12 BETE Reimbursement	6,107.00	6,147.00	6,795.00	6,795.00	6,000.00	0.00	-795.00	-11.70%
The State's reimbursement for a portion of the value exempted through the Business Equipment Tax Exempt Program.								
15 Rachel Carson Wildlife	3,700.00	4,153.00	3,550.00	0.00	3,500.00	0.00	-50.00	-1.41%
Payments in lieu of taxes. The Federal government each year apportions the amount to be appropriated. The decrease is based on the anticipated funding level.								
24 RSU COPS Share	61,928.00	97,354.87	215,913.00	100,344.10	223,485.00	0.00	7,572.00	3.51%
RSU 21's share (75%) of 3 officers assigned to the schools. Increased to reflect contractual obligations.								
25 MDOT Grant	277,625.00	571,498.02	154,150.00	103,305.70	0.00	0.00	-154,150.00	-100.00%
Maine DOT match for road and sidewalk projects. Decreased to reflect no shared projects for FY 21.								
Intergovernmental	538,195.00	879,625.06	575,936.00	398,962.13	494,285.00	0.00	-81,651.00	-14.18%

## Budget Request

02/25/2020

### Revenue

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
01 Interest on Taxes	26,000.00	35,036.07	27,000.00	21,295.76	35,000.00	0.00	8,000.00	29.63%
Interest received from delinquent property tax accounts. Increased to reflect projected collections.								
03 Town Clerk Fees	9,500.00	9,205.40	10,450.00	6,425.60	10,000.00	0.00	-450.00	-4.31%
Fees received for various Town Clerk transactions including marriages, certified copies, special amusement permits, photocopies, and horse-drawn carriage permits.								
Decreased to reflect projected actual.								
04 Dogs	4,200.00	3,906.00	4,100.00	2,530.00	4,000.00	0.00	-100.00	-2.44%
Dogs are licensed in accordance with State law. This represents the Town's share of dog license fees. Decreased to reflect projected actual revenue.								
05 Agent Fees	11,000.00	10,713.25	11,000.00	8,229.25	13,000.00	0.00	2,000.00	18.18%
Agent fees received as part of every motor vehicle, boat, ATV, and snowmobile registration transaction as an agent of the State of Maine.								
06 Building Permits	230,000.00	271,777.00	285,000.00	286,513.00	340,000.00	0.00	55,000.00	19.30%
Fees for building permits. Increase due to fee changes in FY 20.								
07 Plumbing Permits	18,000.00	23,170.00	18,000.00	15,217.50	20,000.00	0.00	2,000.00	11.11%
Town's portion of fees for plumbing permits as agent of the State of Maine.								
Increase to reflect projected actual.								

## Budget Request

02/25/2020

### Revenue

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div:</b> 06-01 Charges for Services / Charges for Services CONT'D									
10 Board of Appeals	Fees received for Zoning Board of Appeals applications. Decreased to reflect projected actual number of applicants.	1,000.00	612.40	800.00	789.40	700.00	0.00	-100.00	-12.50%
11 Planning Board	Fees received from Planning Board applicants. Decreased to reflect projected actual number of applicants.	15,000.00	10,426.22	14,000.00	13,139.75	12,000.00	0.00	-2,000.00	-14.29%
12 Liquor License	Fees received for liquor license applications. Increased to reflect projected actual.	4,000.00	4,925.00	5,350.00	5,810.00	5,400.00	0.00	50.00	.93%
13 Virtualers Licenses	Fees received for virtualers license applications.	3,200.00	6,050.00	6,050.00	300.00	6,050.00	0.00	0.00	.00%
17 Parking Violations	Fines received for violation of Parking and Traffic Control Ordinance.	45,000.00	58,596.53	45,000.00	62,720.94	55,000.00	0.00	10,000.00	22.22%
18 Police Special Detail	Fees received for police officers that work special events.	7,500.00	7,634.34	5,500.00	7,304.96	7,500.00	0.00	2,000.00	36.36%
19 Dispatch Kennebunk Light & Power	Fees received for dispatching services for the district.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	.00%
20 Goose Rocks Beach Sticker	Fees received for vehicle stickers required for on-street parking in the Goose Rocks Beach area.	110,000.00	152,747.00	180,000.00	138,036.73	190,000.00	0.00	10,000.00	5.56%

## Budget Request

02/25/2020

### Revenue

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 06-01 Charges for Services / Charges for Services CONT'D								
21 Nurses Fees	2,000.00	1,169.53	200.00	25.00	200.00	0.00	0.00	.00%
Fees and donations received for nursing services.								
23 Shellfish Licenses	900.00	900.00	900.00	0.00	900.00	0.00	0.00	.00%
Fees received from shellfish licenses.								
Charges for Services	492,300.00	601,868.74	618,350.00	573,337.89	704,750.00	0.00	86,400.00	13.97%

## Budget Request

02/26/2020

### Revenue

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 08-01 Miscellaneous / Miscellaneous							
18 Police Miscellaneous	2,500.00	2,624.00	2,500.00	1,865.00	2,500.00	0.00	.00%
Revenue received for the sale of unclaimed property and other miscellaneous revenues.							
19 Investment Income	70,000.00	193,784.16	110,000.00	121,243.30	152,000.00	42,000.00	38.18%
General fund investment income.							
Increased to reflect projected income.							
20 Miscellaneous Income	10,000.00	3,652.56	10,000.00	10,150.43	10,000.00	0.00	.00%
Unanticipated miscellaneous revenues.							
62 21 Use of UFB	225,000.00	0.00	200,000.00	0.00	200,000.00	0.00	.00%
Use of undesignated fund balance to reduce the amount needed to be raised by property taxation. Decreased as part of our fiscal plan to reach a more manageable level of contribution.							
26 Dock Square Transfer	200,000.00	200,000.00	225,000.00	225,000.00	225,000.00	0.00	.00%
Transfer of funds from the Dock Square Parking Lot fund. The transfer offsets general fund expenditures that support Dock Square operations.							
27 Conservation Donation	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	.00%
Payment in lieu of taxes by the Kennebunkport Conservation Trust.							
29 Sewer Transfer	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	.00%
Transfer of funds from the Sewer Department to offset administrative services.							
34 Sale of Town Property	15,000.00	34,652.00	1,000.00	0.00	0.00	-1,000.00	-100.00%

## Budget Request

02/25/2020

### Revenue

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div:	08-01 Miscellaneous / Miscellaneous CONTD								
36	Macomber Transfer Decreased to reflect the Macomber account is now at 0.00.	800.00	800.00	800.00	800.00	0.00	0.00	-800.00	-100.00%
38	DSPL equipment transfer FY 19 included a contribution toward a one-time purchase of a new Public Works Trackless, which is used in the Downtown area. No shared capital costs in FY 20.	80,000.00	80,000.00	0.00	0.00	0.00	0.00	0.00	.00%
<b>63</b>	<b>64 Transfer In - Picavet Transfer In from Picavet Trust for replacement of heating system at the communications building in FY 19.</b>	15,000.00	19,811.05	0.00	0.00	0.00	0.00	0.00	.00%
	<b>65 Transfer In - Capital Projects Transfer in from General Capital Projects to assist in funding capital items. Current Capital Reserve account balance of \$786,669, which reflects the \$100,000 of use for the FY 20 budget.</b>	0.00	0.00	100,000.00	100,000.00	325,000.00	0.00	225,000.00	225.00%
	<b>66 Transfer in - SR Recreation Transfer in from Special Revenue Fund for 31.07% of the fixed costs of Recreation Department.</b>	80,000.00	80,000.00	80,000.00	80,000.00	95,000.00	0.00	15,000.00	18.75%
	<b>Miscellaneous</b>	738,300.00	655,323.77	769,300.00	570,976.23	1,049,500.00	0.00	280,200.00	36.42%

## Budget Request

02/25/2020

### Revenue

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	2021 Committee	Man Req vs" Curr Bud	Man Req vs" Curr Bud	Man Req vs" Change %
Dept/Div: 08-03 Miscellaneous / D S Restrooms - Transfer DS PL									
26 Dock Square Transfer	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	.00%
Transfer of funds from Dock Square Parking Lot to support the restrooms in Dock Square.									
D S Restrooms - Transfer DS PL	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	.00%
<b>Revenue Totals:</b>	<b>19,946,017.00</b>	<b>20,492,654.99</b>	<b>21,733,206.00</b>	<b>21,001,863.22</b>	<b>23,222,568.00</b>	<b>0.00</b>	<b>1,489,362.00</b>	<b>6.85%</b>	

<b>FY 21 Tax Commitment</b>					
	<b>FY 18</b>	<b>FY 19</b>	<b>FY 20</b>	<b>estimated FY 21</b>	<b>Difference</b>
					<b>% Diff</b>
Municipal					
Operations	6,789,873	6,985,701	7,334,404	7,549,584	215,180    2.93%
Capital	1,451,693	1,423,100	1,301,100	1,746,914	445,814    34.26%
Debt	218,055	105,422	627,662	977,466	349,804    55.73%
<b>Education Assessment</b>	<b>10,092,457</b>	<b>10,372,943</b>	<b>11,249,250</b>	<b>11,699,220</b>	<b>449,970</b> 4.00%
<b>County Assessment</b>	<b>1,203,809</b>	<b>1,135,299</b>	<b>1,143,776</b>	<b>1,172,370</b>	<b>28,594</b> 2.50%
Overlay	74,002	76,297	77,014	77,014	-    0.00%
<b>Total Expenditures</b>	<b>19,829,889</b>	<b>20,098,762</b>	<b>21,733,206</b>	<b>23,222,568</b>	<b>1,489,362</b> 6.85%
Non Property Tax Revenue	2,396,728	2,432,495	2,607,386	2,693,135	85,749    3.29%
MePers Credit (FY 17 - FY 19)	152,745	152,745	-	-	-    0.00%
General Use of Fund Balance	250,000	225,000	200,000	200,000	-    0.00%
Reserve Capital Projects Use of Fund Balance	150,000	-	100,000	325,000	225,000    225.00%
Transfer In Special Revenue-Recreation	-	80,000	80,000	95,000	15,000    18.75%
Transfer In Trust-Picavet & Maccomber	800	15,800	800	-	(800)    -100.00%
<b>Total Non-Property Tax Rev &amp; Trans</b>	<b>2,950,273</b>	<b>2,906,040</b>	<b>2,988,186</b>	<b>3,313,135</b>	<b>324,949</b> 10.87%
<b>Net Municipal Commitment</b>	<b>5,736,095</b>	<b>5,837,225</b>	<b>6,351,994</b>	<b>7,037,843</b>	<b>685,849</b> 10.80%
<b>Net Total Commitment</b>	<b>16,879,616</b>	<b>17,192,722</b>	<b>18,745,020</b>	<b>19,909,433</b>	<b>1,164,413</b> 6.21%
<b>Valuation</b>	<b>1,934,467,170</b>	<b>1,962,639,480</b>	<b>1,983,600,020</b>	<b>1,998,600,020</b>	<b>15,000,000</b> 0.76%
<b>Mil Rate</b>	<b>8.73</b>	<b>8.76</b>	<b>9.45</b>	<b>9.96</b>	<b>0.51</b> 5.41%
<b>Municipal portion of mil rate</b>	<b>2.965</b>	<b>2.974</b>	<b>3.20</b>	<b>3.52</b>	<b>0.319</b> 9.97%
Education portion of mil rate	5.138	5.207	5.67	5.85	0.183    3.22%
County portion of mil rate	0.622	0.578	0.58	0.59	0.010    1.73%

\* School numbers are estimated at a 4% increase. We currently do not have budget numbers for these entities.

\* County numbers are estimated at a 2.5% increase. We currently do not have budget numbers for these entities.

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## Budget Request

02/25/2020

### Expense

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration								
Personnel	10-01 Salaries & Wages	476,395.00	499,321.93	517,818.00	332,969.95	547,020.00	29,202.00	5.64%
	Salary and wages for staff in Finance, Town Manager's office, and Town Clerk includes steps/longevity. 5% of Assessor Agent's time and 40% of Public Works Secretary's time. Increase due to scheduled steps/longevity, and a contractual 3% increase.							
67	10-02 Selectmen	13,918.00	14,764.02	14,766.00	6,607.65	15,663.00	897.00	6.07%
	Salary and annual wages for Selectmen. Increase due to 3% increase and market rate adjustments and correction in budgeted funds to reflect actual pay rates.							
	10-09 Town Meeting	3,868.00	2,325.24	4,597.00	1,926.61	6,221.00	1,624.00	35.33%
	Salary and wages for staff that assist with town meetings and elections. Moderator-\$400 (4 meetings @ \$100/mtg); Warden-\$689 (3 meetings, 53 hrs. @ \$13.00/hr); Ballot Clerk-\$4,644 (387 hrs. @ \$12.00/hr.); and Deputy Registrar \$488 (39 hrs. @ \$12.50/hr). Increase due to minimum wage increase 1/1/20.							
	10-10 Overtime	3,000.00	1,183.59	3,000.00	694.62	2,000.00	-1,000.00	-33.33%
	Overtime wages for Administration staff.							
	Benefits							

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud	Man Req vs Curr Bud
						Change \$	Change %
<b>Dept/Div: 25-01 General Government / Administration CONT'D</b>							
12-01 FICA	41,748.00	34,901.73	45,835.00	26,473.26	45,186.00	-649.00	-1.42%
Employer's contribution to FICA (7.65%).							
12-02 MSRS	47,610.00	53,099.67	51,465.00	31,009.61	55,084.00	3,619.00	7.03%
Employer's contribution to Maine State Retirement. Increase reflects scheduled steps/longevity, contractual increases, and employee participation.							
12-03 ICMA	18,333.00	17,977.20	17,310.00	13,065.56	18,945.00	1,635.00	9.45%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to scheduled steps/longevity, a contractual 3% increase and employee participation.							
12-05 Health	133,451.00	131,780.34	151,751.00	82,818.54	165,218.00	13,467.00	8.87%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Increased to reflect projected premiums and participation.							
12-06 Dues & Fees	7,500.00	11,489.00	13,000.00	12,740.22	13,000.00	0.00	.00%
Dues and subscriptions for ME Town City Managers Association, ME Town City Clerk Association, ICMA, Maine Municipal Association, Government Finance Officers Association, and other professional associations.							

## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration CONT'D							
12-07 Travel & Meetings	7,500.00	8,845.55	10,000.00	7,954.92	9,000.00	-1,000.00	-10.00%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel. ICMA = \$2,500 legislation, MMA and other business = \$2,500, and staff trainings including MTICMA, MTCCA, GFOA \$1,500, MTCTA and general travel = \$2,500.							
12-08 Training & Education	2,500.00	2,586.52	4,200.00	3,583.85	6,000.00	1,800.00	42.86%
Registration fees and tuition for conferences, seminars, training, and professional association schools. Increase due to additional college level coursework for Finance staff.							
12-10 Contingency	5,800.00	-1,118.66	5,800.00	2,487.47	6,000.00	200.00	3.45%
FY 19 reflects a credit from previous year. Personnel appreciation/incentive account. Includes annual townwide holiday party. Increased to reflect projected actual.							
Utilities	4,000.00	3,832.47	4,500.00	2,522.03	4,000.00	-500.00	-11.11%
15-01 Electricity							
Electrical costs. Decreased to reflect projected actual.							

## Budget Request

02/25/2020

### Expense

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration CONT'D								
15-02 Telephone	Telephone expenses for town office and Town Manager cell phone. Increase due to new contract and increase in Town Manager's cell phone reimbursement.	5,600.00	7,177.57	5,600.00	3,846.15	8,700.00	3,100.00	55.36%
15-03 Heating Fuel	Heating expense for town office - 1,600 gallons @ \$2.65/gallon. Decrease due to projected cost per gallon.	4,000.00	4,063.11	4,500.00	2,447.56	4,240.00	-260.00	-5.78%
15-05 Water	KKWWWD charges for water at town office. Increase of 6% in water rates.	280.00	274.38	300.00	140.76	320.00	20.00	6.67%
15-06 Internet	Fees for business class Internet service.	1,050.00	936.60	1,050.00	1,333.21	3,050.00	2,000.00	190.48%
Services								
20-01 Printing	Printing of Annual Report, business forms, and other miscellaneous printing jobs. Decreased to reflect projected actual cost with new printer for Town Report.	8,000.00	3,369.82	5,500.00	0.00	4,500.00	-1,000.00	-18.18%
20-04 Advertising	Publication costs for recruiting, bid advertisements, and miscellaneous public notices. Decreased to reflect projected actual costs.	2,500.00	1,582.33	1,500.00	780.68	1,500.00	0.00	.00%

## Budget Request

02/25/2020

### Expense

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud	Man Req vs Curr Bud	Change %
Dept/Div: 25-01 General Government / Administration CONT'D									
20-06 Expert/Professional	43,752.00	48,701.37	45,933.00	31,174.85	49,300.00		3,367.00		7.33%
Professional, personnel, and engineering services - includes IT services for maintenance and service to computers, servers, and software. IT services \$39,950 (and \$13,067 covered by PD & \$1,000 covered by Sewer, Parks and Recreation, Planning, Public Works, & \$2,000 by Fire); benefit fees \$1,400; sonic wall renewal \$450; backup \$2,040 (\$170/mo.); antivirus \$360 (\$30/mo.); Microsoft 365/emails \$2,100; and other consulting costs \$3,000. Increase due to additional IT service hours.									
20-07 Audit	14,500.00	14,400.00	14,500.00	12,460.00	15,008.00		508.00		3.50%
Annual town audit and Comprehensive Annual Financial Report. Increase due to 3.5% increase in service.									
20-08 Data Processing	16,420.00	14,909.37	17,000.00	12,297.72	17,500.00		500.00		2.94%
Software license, support, maintenance and upgrades through Trio, Microsoft, and other software suppliers. Trio \$14,800; printer/computer replacements \$2,000; printer replacement \$500; and misc. \$200. Increase due to Trio software upgrades and projected actual expenses.									
Supplies/Equipment									

## Budget Request

02/25/2020

### Expense

Dept/Div:	25-01 General Government / Administration CONT'D	2019			2020			2021			Man Req vs"		
		Budget	Actual	Budget	YTD	Manager	Curr Bud	Curr Bud	Change \$	Change %	Man Req vs	Curr Bud	Curr Bud
30-01 Office Supplies	Letterhead, envelopes, copy machine paper, file folders, furniture, file cabinets, newspaper subscriptions (York County Coast Star). Tax Collector's supplies including tax bills, forms = \$3,800. Goose Rocks Beach parking stickers = \$1,100.	12,000.00	11,121.11	11,000.00	5,173.13	11,000.00	0.00	0.00	.00%	.00%			
30-02 Operating Supplies		1,000.00	1,665.32	1,000.00	671.71	0.00	-1,000.00	-1,000.00	-100.00%	7.14%			
30-04 Postage	Postage meter rental = \$700; certified mailings (tax liens, boards), bulk mailing permit \$240, tax billing and collections, and PO Box rental. Increased to reflect additional town mailings including accounts receivable.	15,000.00	15,619.53	14,000.00	11,022.76	15,000.00	1,000.00	1,000.00	7.14%				
30-05 Photocopier	Photocopier leases and maintenance for Planning and Town Office.	6,000.00	6,944.94	7,000.00	5,362.60	7,000.00	0.00	0.00	.00%	.00%			
30-06 Town Clerk	Training = \$1,700; office supplies = \$1,300; record books = \$800; and reference materials = \$200.	4,000.00	2,216.03	4,000.00	1,339.74	4,000.00	0.00	0.00	.00%	.00%			

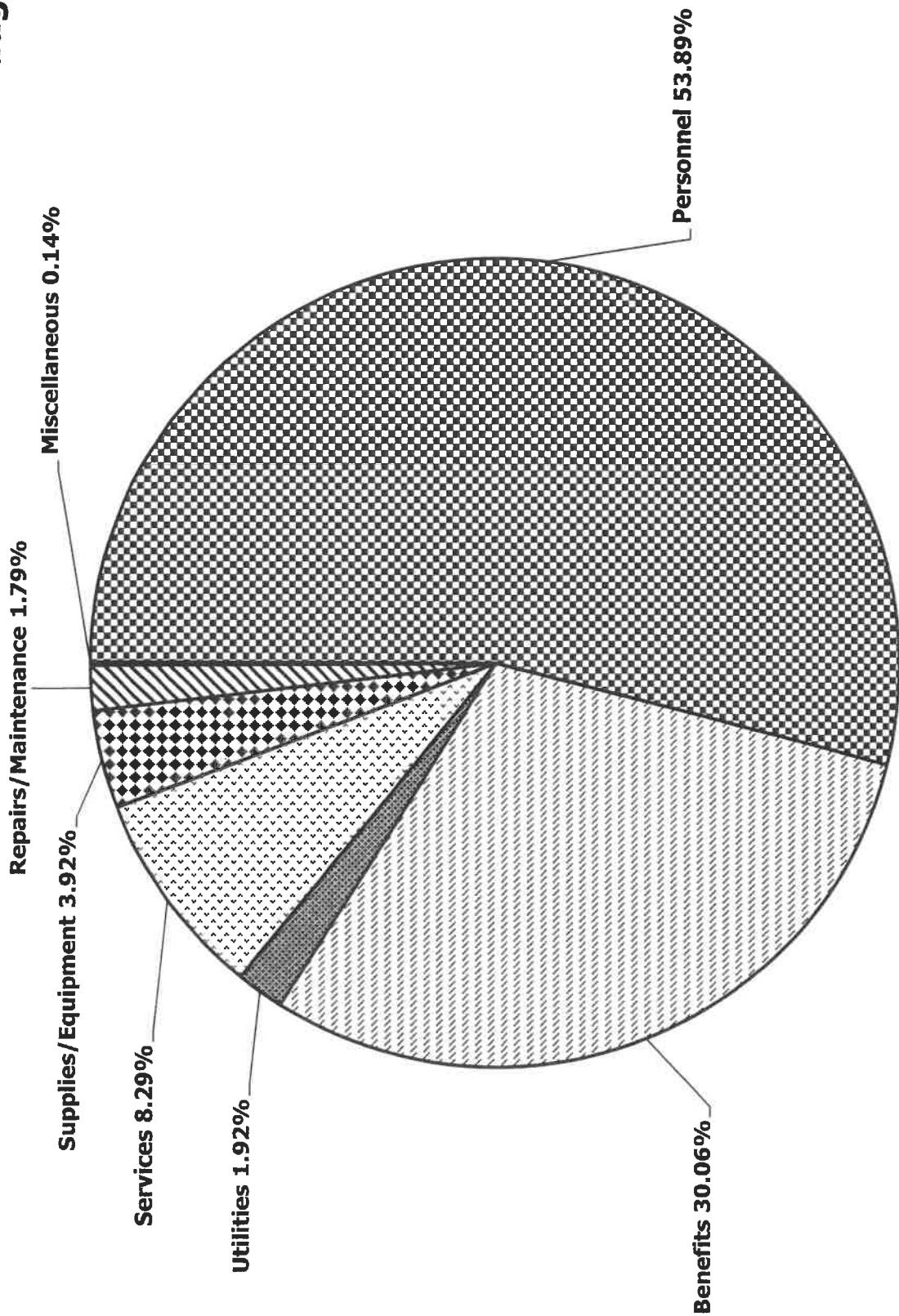
## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 25-01 General Government / Administration CONT'D</b>							
30-26 Ballot Machine	5,000.00	4,171.08	5,000.00	1,536.86	4,500.00	-500.00	-10.00%
Ballot printing and coding. Anticipated 2020-2021 elections/town meetings:							
November 3 - State General Election & Special Town Meeting; May 18 - RSU 21 District Budget Meeting; June 9 - RSU 21 Budget Validation Election; June 8 - Annual Town Meeting secret ballot vote; June 12 - Annual Town Meeting. Decrease due to no Town ballot in November.							
73 Repairs/Maintenance	18,000.00	18,802.30	18,000.00	12,511.20	19,000.00	1,000.00	5.56%
35-01 Buildings							
Janitorial services town hall & meeting room at the 32 North St - \$11,000; floor stripping and waxing 2x/yr - \$2,800; paper products for restrooms \$1,800; HVAC service agreement & fire alarm/low temp monitoring - \$1,200; miscellaneous \$2,200. Increase due to increase in charges for services.							
Miscellaneous	0.00	117.53	0.00	0.00	0.00	0.00	.00%
50-01 Miscellaneous	2,000.00	1,780.71	1,800.00	660.43	1,500.00	-300.00	-16.67%
50-02 Town Meeting Expenses							
Election supplies \$1,000; Newspaper advertising \$500. Decrease to reflect projected actual.							
Administration	924,725.00	938,841.70	1,001,725.00	627,613.65	1,059,455.00	57,730.00	5.76%

## **Administration FY 21 Budget**



## Budget Request Expense

02/25/2020

Dept/Div:	25-05 General Government / Zoning Board of Appeals	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
Personnel								
10-01 Salaries & Wages	0.00	51.07	0.00	0.00	0.00	0.00	0.00	.00%
Benefits								
12-01 FICA	0.00	3.91	0.00	0.00	0.00	0.00	0.00	.00%
12-08 Training & Education	200.00	0.00	200.00	0.00	200.00	0.00	0.00	.00%
Member trainings.								
Services								
20-04 Advertising	300.00	96.39	300.00	383.67	425.00	125.00	41.67%	
Legal advertising for ZBA applicants.								
Increase to reflect projected actual.								
Supplies/Equipment								
30-01 Office Supplies	0.00	14.70	0.00	0.00	0.00	0.00	0.00	.00%
Zoning Board of Appeals	500.00	166.07	500.00	383.67	625.00	125.00	25.00%	

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## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs' Curr Bud Change %
Dept/Div: 25-07 General Government / Conservation Commission							
Personnel							
10-01 Salaries & Wages	1,240.00	1,000.00	0.00	0.00	0.00	0.00	.00%
Benefits							
12-01 FICA	95.00	76.49	0.00	0.00	0.00	0.00	.00%
Supplies/Equipment							
30-01 Office Supplies	1,350.00	0.00	1,350.00	0.00	1,350.00	0.00	.00%
Printing, education, postage, and guest speakers.							
Miscellaneous	0.00	125.00	0.00	0.00	0.00	0.00	.00%
50-01 Miscellaneous							
FY 19 actual included a carryforward of \$3,000.							
Conservation Commission	2,685.00	1,201.49	1,350.00	0.00	1,350.00	0.00	.00%

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## Budget Request

02/25/2020

### Expense

Dept/Div:	Category	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs"		Man Req vs"	
							Curr Bud	Change \$	Curr Bud	Change %
<b>Dept/Div: 25-08 General Government / Growth Planning Committee</b>										
Personnel Benefits Services	20-06 Expert/Professional Services	10,000.00	11,734.64	5,000.00	0.00	5,000.00	0.00	0.00	0.00	.00%
	Expert, professional services, and miscellaneous expenses related to the Growth Planning Committee needs.									
Miscellaneous	Growth Planning Committee	10,000.00	11,734.64	5,000.00	0.00	5,000.00	0.00	0.00	0.00	.00%

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## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 25-09 General Government / Legal Fees</b>							
Services	10,000.00	665.80	10,000.00	540.19	10,000.00	0.00	.00%
20-29 Ordinance Development	10,000.00						
Regular ordinance review and updating by legal counsel. The Land Use and Traffic and Parking Control Ordinances are the two looked at most often.							
20-30 Ordinance Compliance	10,000.00	3,491.76	10,000.00	8,261.80	10,000.00	0.00	.00%
Legal assistance through advice to town officials on how to best interpret, apply, and enforce the various provisions of our ordinances - Land Use requires the most assistance.							
20-31 Enforcement & Appeals	30,000.00	645.00	30,000.00	12,498.13	30,000.00	0.00	.00%
Legal representation when taking enforcement actions when an ordinance is violated - Land Use requires the most attention and funding.							
20-32 Administration & General Ser	10,000.00	11,667.72	10,000.00	6,963.32	10,000.00	0.00	.00%
Including but not limited to: writing warrant articles and referendum questions; bankruptcy assistance in the tax collections area; common questions with regard to municipal law when MMA legal is not utilized.							
20-33 Personnel & Union	5,000.00	2,113.36	5,000.00	2,134.56	5,000.00	0.00	.00%
Legal assistance in the federal and state employment laws and collective bargaining agreements.							

## Budget Request

02/25/2020

### Expense

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
25-09 General Government / Legal Fees CONT'D	3,000.00	4,174.51	3,000.00	1,530.46	3,000.00	0.00	0.00	.00%
20-34 Special Proj & Contracts								
Issues that rise to the level of requiring more than a few hours of legal assistance, i.e., solid waste contracts, vendor contracts, and others.								
20-38 Goose Rocks Beach	0.00	74,700.65	25,000.00	4,776.00	0.00	-25,000.00	-100.00%	
Decrease due to closure of litigation.								
20-42 Housing Trust Legal Fees	68,000.00	113,246.56	93,000.00	36,704.46	68,000.00	-25,000.00	-26.88%	



## Budget Request

02/26/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs' Curr Bud Change %
Dept/Div: 25-10 General Government / Insurance CONTD							
25-04 Bond	1,640.00	1,640.00	1,640.00	0.00	0.00	-1,640.00	-100.00%
Decreased as bonds are now included in the general liability policy.							
25-05 Liability	43,000.00	42,792.79	43,745.00	43,525.19	45,400.00	1,655.00	3.78%
General liability coverage, including property, boiler coverage, and umbrella coverage. Increased to reflect anticipated premium.							
25-07 Fleet	24,000.00	22,202.27	24,911.00	22,956.40	22,100.00	-2,811.00	-11.28%
84 Vehicles and mobile equipment coverage. Decreased to reflect anticipated premium.							
25-10 Public Officials	5,000.00	3,708.82	5,251.00	5,453.38	6,750.00	1,499.00	28.55%
Public officials coverage for Selectmen and town officials. Increase for anticipated premium.							
Insurance	268,966.00	245,716.41	268,142.00	185,943.90	249,768.00	-18,374.00	-6.85%

## Budget Request

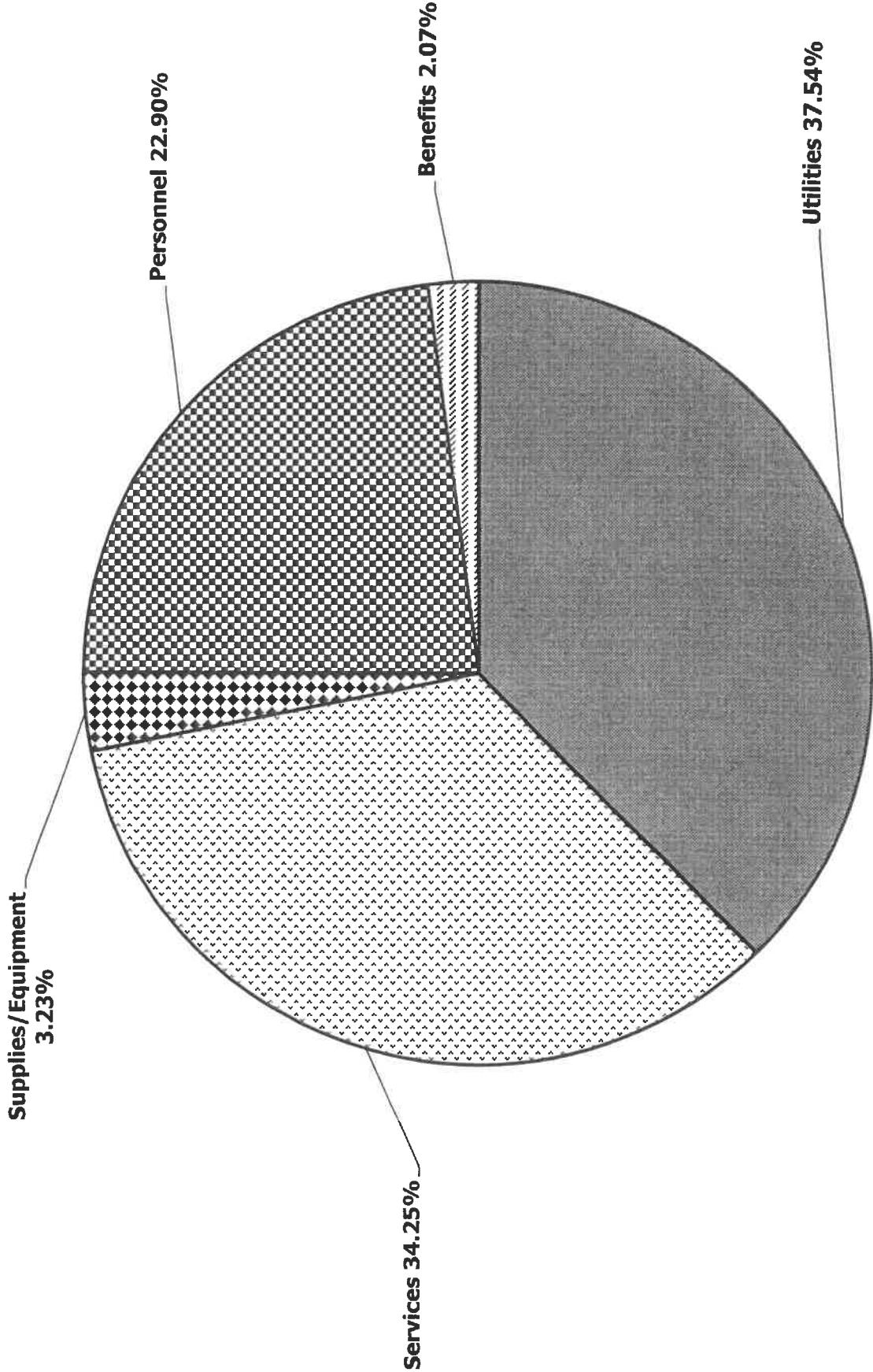
02/25/2020

**Budget Request**  
**Expense**

02/25/2020

Dept/Div:	Category	Item Description	2019	2019	2020	2020	2021	Man Req vs"	Man Req vs"
			Budget	Actual	Budget	YTD	Manager	Curr Bud	Curr Bud
								Change \$	Change %
25-11 General Government / Community Development	CONT'D								
20-05 Website	Municipal website maintenance -	6,000.00	4,350.00	6,000.00	4,350.00	5,000.00	-1,000.00	-1,000.00	-16.67%
	authorized staff to maintain and update the website \$4,400; domain name registration and other maintenance changes - \$600.								
	Decreased to reflect reclassification of boards and committees emails to Admin 25-01 20-06.								
20-06 Expert/Professional Supplies/Equipment		0.00	150.00	0.00	0.00	0.00	0.00	0.00	.00%
30-01 Office Supplies		0.00	385.95	0.00	0.00	0.00	0.00	0.00	.00%
30-02 Operating Supplies		2,000.00	297.88	2,000.00	244.93	1,000.00	-1,000.00	-1,000.00	-50.00%
	Cable, meeting production, and broadcasting supplies. Decreased to reflect projected actual.								
Community Development		28,547.00	26,796.15	29,495.00	18,872.29	30,946.00	1,451.00	1,451.00	4.92%

## **Community Development FY 21 Budget**



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## Budget Request

02/25/2020

### Expense

		2019	2019	2020	2020	2021	Man Req vs"	Man Req vs"
		Budget	Actual	Budget	YTD	Manager	Curr Bud	Curr Bud
							Change \$	Change %
<b>Dept/Div:</b> 25-12 General Government / Planning & Development								
Personnel	10-01 Salaries & Wages	258,005.00	256,241.82	281,408.00	171,361.45	309,280.00	27,872.00	9.90%
	Salary and wages for staff. Increased due to scheduled steps/longevity, a contractual 3% increase, licensures, market adjustment, and certification requirements.							
	10-10 Overtime	2,500.00	100.57	1,500.00	388.65	1,000.00	-500.00	-33.33%
	Overtime wages, including time required to provide staff input and support at Planning Board and Board of Selectmen meetings.							
Benefits	12-01 FICA	22,554.00	20,480.40	25,565.00	13,424.35	25,370.00	-195.00	-.76%
	Employer's contribution to FICA (7.65%). Decrease due to changes in taxable wages.							
	12-02 MSRS	15,885.00	10,719.67	16,998.00	12,390.66	19,385.00	2,387.00	14.04%
	Employer's contribution to Maine State Retirement. Increase due to scheduled steps/longevity and a contractual 3% increase.							
	12-03 ICMA	7,847.00	5,281.60	6,649.00	4,249.25	5,776.00	-873.00	-13.13%
	ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to reflect actual participation.							

## Budget Request

02/25/2020

### Expense

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs' Curr Bud Change %
Dept/Div: 25-12 General Government / Planning & Development CONT'D								
12-05 Health	Health insurance coverage - PPO 500.	43,644.00	50,416.11	61,566.00	36,768.55	64,692.00	3,126.00	5.08%
Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Increased to reflect projected premiums and participation.								
90 12-06 Dues & Fees	Dues and subscriptions for professional associations - Southern Maine Regional Planning Commission \$4,207, ESRI GIS \$400, misc. professional associations \$650. Increased due to fees being charged.	4,723.00	4,749.95	5,135.00	4,865.00	5,257.00	122.00	2.38%
12-07 Travel & Meetings	Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel. Increased to reflect projected actual costs of meeting, training and certification requirements for 5 personnel.	1,500.00	4,438.92	1,500.00	495.37	3,600.00	2,100.00	140.00%

**Budget Request**  
**Expense**

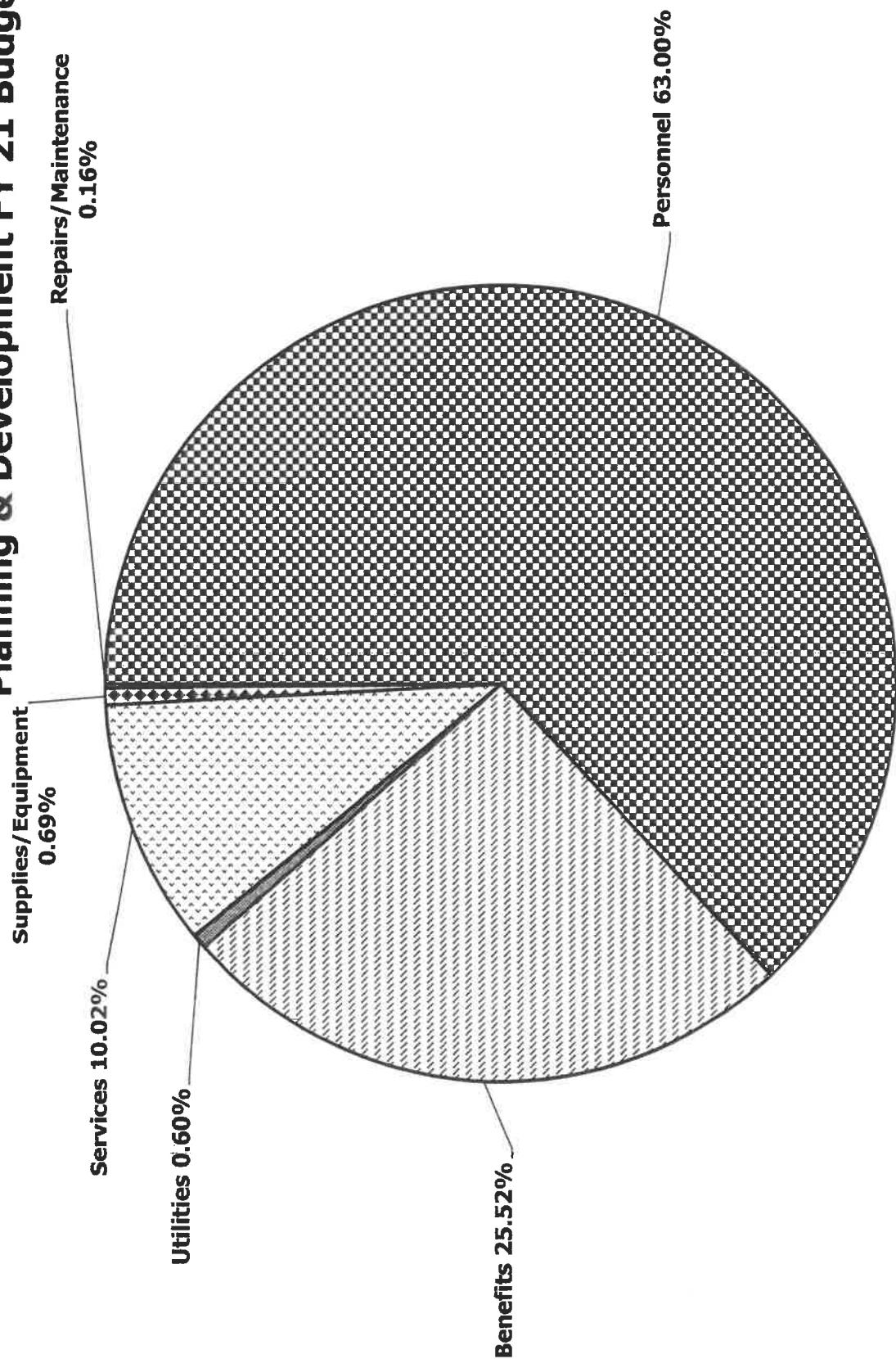
Dept/Div:	25-12 General Government / Planning & Development CONT'D	2019			2020			2021			Man Req vs"		
		Budget	Actual	Budget	YTD	Manager	Change \$	Curr Bud	Change %	Man Req vs"	Curr Bud	Change %	
12-08 Training & Education	FY 20 actual includes a carryforward of \$636. Registration, fees, and tuition for conferences, seminars, computer training, and professional association schools. Decreased to reflect actual tuition and educational costs.	2,600.00	760.97	2,600.00	1,265.00	1,600.00	-1,000.00	-	-38.46%				
Utilities													
15-02 Telephone	Telephone expense.	1,900.00	2,192.41	2,150.00	1,325.90	2,950.00		800.00		37.21%			
91 Services													
20-04 Advertising	Publication of legal notices required by statute and by the Land Use Ordinance. Increased to reflect increased advertising costs.	1,200.00	1,417.95	1,200.00	1,129.25	1,500.00		300.00		25.00%			
20-06 Expert/Professional	FY 19 actual included a carryforward of \$10,000. Microsoft 365/email \$1,000; share of IT services \$1,000; planning services \$8,000; Kport's share of regional sustainability coordinator \$15,000. Increased to reflect share of sustainability coordinator.	14,750.00	19,963.90	13,750.00	2,379.13	25,000.00		11,250.00		81.82%			
20-08 Data Processing	Maintenance and software license for "Vision" assessing software \$6,496. Decreased to reflect projected actual fees.	8,950.00	5,840.00	7,065.00	7,374.63	6,496.00		-569.00		-8.05%			



**Expense**

Dept/Div:	25-12 General Government / Planning & Development CONTD 35-03 Vehicles & Equipment Covers all maintenance for the CEO Vehicle.	2019			2019			2020			2020			Man Req vs"			Man Req vs"		
		Budget	Actual	Budget	Budget	Actual	Budget	YTD	Manager	YTD	Manager	Curr Bud	Change \$	Curr Bud	Change %	Curr Bud	Change %		
		800.00	108.42	800.00	800.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	.00%	.00%	.00%	.00%		
	Planning & Development	406,758.00	399,479.67	447,171.00	270,083.36	492,474.00	492,474.00	45,303.00	45,303.00	45,303.00	45,303.00	45,303.00	45,303.00	10.13%	10.13%	10.13%	10.13%		

## **Planning & Development FY 21 Budget**



## Budget Request

02/25/2020

Dept/Div:	Public Safety / Police Dept	Expense				Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	
Personnel	852,856.00	906,284.69	1,022,736.00	644,474.46	1,058,622.00	35,886.00	3.51%
10-01 Salaries & Wages	FY 19 actual included a carryforward of \$37,000. Salary and wages for staff. Increase due to scheduled steps/longevity and a contractual 3% increase.						
10-06 Summer Salaries	Summer employee salary at \$15.25 an hour for Dock Square day and night patrol and \$12.25 for Summer Goose Rocks Beach sticker salesperson. Increased to reflect federal minimum wage increase and longevity adjustment.	27,320.00	16,643.77	25,896.00	17,409.20	26,357.00	461.00
10-10 Overtime	Overtime paid to department staff at the rate of time-and-one-half for any hours worked after 40 hours/week. Increase due to scheduled steps/longevity and a contractual 3% increase and mandatory MARC training (additional 56 hours) for all personnel.	107,493.00	78,842.75	70,000.00	52,214.11	74,800.00	4,800.00
Benefits	Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.	77,306.00	75,764.88	87,348.00	53,988.34	92,135.00	4,787.00
12-01 FICA							5.48%

**Budget Request**

02/25/2020

	Expense	2019			2020			2021			Man Req vs"		
		Budget	2019 Actual	Budget	YTD	Manager	Curr Bud	Change \$	Curr Bud	Change %	Man Req	Curr Bud	Change %
Dept/Div: 27-01 Public Safety / Police Dept CONT'D													
12-02 MSRS		142,005.00	140,173.01	162,620.00	100,566.49	165,768.00	3,148.00				1.94%		
Employer's contribution to Maine State Retirement. Increase due to scheduled steps/longevity and a contractual 3% increase.													
12-03 ICMA		23,383.00	17,740.55	23,727.00	13,281.59	24,602.00	875.00				3.69%		
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to scheduled steps/longevity and a contractual 3% increase.													
12-05 Health		223,937.00	241,225.44	279,690.00	161,284.04	277,777.00	-1,913.00				.68%		
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Decreased to reflect projected participation.													
12-06 Dues & Fees		2,500.00	2,183.05	2,500.00	2,250.00	2,500.00	0.00				.00%		
Criminal & motor vehicle updates, cross reference directory, Maine & Federal rules of court, MRSA updates, arrest & search and seizure updates, Physicians' Desk Reference, and Law Reviews.													

## Budget Request

### Expense

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CONTD							
12-07 Travel & Meetings	3,100.00	1,447.78	1,300.00	523.59	1,300.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel-related expenses including but not limited to meals, lodging, and other means of travel.							
12-08 Training & Education	12,000.00	10,383.36	9,500.00	3,451.52	9,500.00	0.00	.00%
Training for full-time and reserve officers; community service materials; crime prevention; arson; New England State Police Information Network, and International Association of Chiefs of Police memberships'; District 1 training assessment & fees, and Maine Criminal Justice Academy on-line training.							
12-11 Vaccine	500.00	0.00	500.00	0.00	500.00	0.00	.00%
Hepatitis B and C Vaccine and Hepatitis C Screening. This budget covers summer officers and new full-time or reserve officers.							
12-12 Uniforms	16,850.00	15,769.62	12,850.00	3,821.93	11,850.00	-1,000.00	-7.78%
Uniforms for full-time officers, and summer officers. Yearly goal includes purchasing ballistic vests. Decreased to reflect projected actual.							

## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs' Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CONTD	200.00	160.00	200.00	0.00	200.00	0.00	.00%
12-13 Physicals							
Annual physicals for full-time officers (that portion not picked up under health care), hearing exams for communications officers. Also includes psychological testing for new applicants.							
Utilities	14,150.00	15,628.82	14,150.00	10,513.74	17,590.00	3,440.00	24.31%
15-02 Telephone							
Teletype line charges, telephone and long distance expense, telephone service contracts, cellular telephones and modems, and portions of contracts for maintenance. Increase due to in car GPS System which has never been previously budgeted for in past years.							
Services	1,000.00	1,200.49	1,000.00	772.25	1,000.00	0.00	.00%
20-01 Printing							
Warning cards and forms, evidence tags, property receipt forms, envelopes, business cards and letterheads. Printing of parking tickets.							
20-04 Advertising	300.00	250.00	300.00	0.00	300.00	0.00	.00%
Help wanted ads and legal notices.							
20-06 Expert/Professional	7,950.00	10,293.96	2,575.00	1,799.50	2,575.00	0.00	.00%
Microsoft 365/email. Supplies/Equipment							

## Budget Request

### Expense

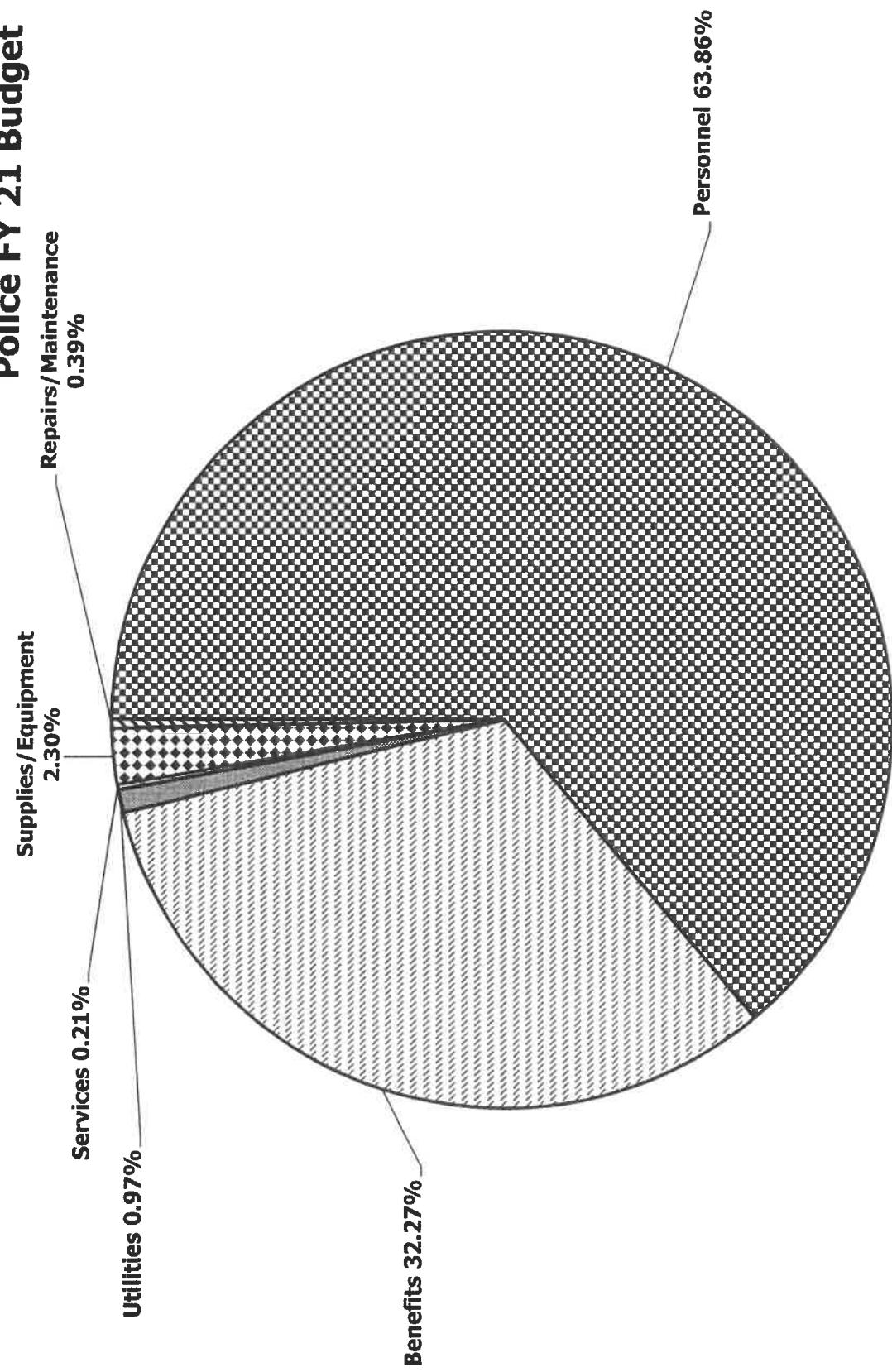
Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CON'TD							
30-01 Office Supplies	3,000.00	2,890.35	3,000.00	331.07	3,000.00	0.00	.00%
Paper, envelopes, files for parking tickets, account books, legal pads, computer ribbons, note pads, pens/pencils, teletype paper, file folders, and other office supplies.							
30-02 Operating Supplies	5,450.00	5,090.92	5,450.00	1,562.58	5,450.00	0.00	.00%
Repair of office equipment, flashlights, recharging fire extinguishers, shipping tape, radar recertification & repair (annually), first aid and OSHA supplies, CPR masks, and bike equipment.							
30-03 Equipment	6,000.00	4,372.51	6,000.00	1,602.67	6,000.00	0.00	.00%
This account includes tires (regular & snow), headlights, oil, filters, strobe and lens replacement, windshield wipers, windshield washer fluid, and other repair and maintenance items.							
30-04 Postage	2,000.00	1,462.99	2,250.00	798.00	1,750.00	-500.00	-22.22%
Postage, rental of postage meter, certified mail, UPS/FedEx expenses, parking ticket letters, municipal lot bills, and community policing mailings. Decreased to reflect projected actual.							
30-05 Photocopier	1,450.00	1,497.41	1,697.00	1,065.44	1,697.00	0.00	.00%
Photocopier maintenance contract and lease.							

**Budget Request**

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs' Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CONTD							
30-07 Ammunition Targets	5,300.00	3,381.79	3,800.00	1,834.00	3,800.00	0.00	.00%
Ammunition for duty use and for qualifications, targets, range supplies, and weapon cleaning supplies.							
30-08 Computers	2,300.00	2,276.24	2,500.00	8,225.00	3,000.00	500.00	20.00%
FY 19 actual included a carryforward of \$6,000. Repairs and maintenance of computers. Increased to replace older computers.							
30-24 Gas	20,000.00	16,279.01	20,250.00	13,219.02	17,100.00	-3,150.00	-15.56%
7,600 gallons @ \$2.25/gallon. Decreased to reflect projected actual.							
Repairs/Maintenance							
35-01 Buildings	0.00	95.00	0.00	0.00	0.00	0.00	.00%
35-03 Vehicles & Equipment	6,500.00	21,552.19	7,000.00	10,289.10	7,000.00	0.00	.00%
FY 19 actual included a carryforward of \$5,950. Maintenance: body repair, realignment, MV inspections.							
Police Dept	1,564,850.00	1,592,890.58	1,768,839.00	1,105,277.64	1,816,173.00	47,334.00	2.68%

## **Police FY 21 Budget**



COUNTY CRIME ANALYSIS

**York County**

**January-December 2018**

Contributing Agency	Estimated Population	Crime Rate	Murder	Rape	Robbery	Aggravated Assault	Burglary	Larceny	M/V Theft	Arson	Total Index Crimes	Clearance Rate
York SO	50,058	5.85	—	4	1	15	69	189	14	1	293	30.0
Biddeford	21,519	34.53	—	16	9	39	75	575	25	4	743	28.8
Kittery	9,755	12.20	—	4	1	7	10	95	2	—	119	38.7
Old Orchard Beach	8,890	20.92	—	3	4	16	9	143	10	1	186	19.4
Saco	19,628	16.91	1	6	4	10	48	251	10	2	332	25.3
Sanford	21,062	29.86	1	22	9	24	76	470	23	4	629	22.4
Berwick	7,738	9.30	—	2	—	1	19	47	3	—	72	30.6
Eliot	6,651	7.07	—	—	—	—	9	37	1	—	47	42.6
Kennebunk	11,463	4.97	—	1	1	4	9	41	1	—	57	28.1
Kennebunkport	3,632	7.98	—	—	—	1	3	23	2	—	29	13.8
North Berwick	4,707	4.89	—	—	—	—	3	15	5	—	23	39.1
Ogunquit	925	25.95	—	—	—	—	5	19	—	—	24	20.8
South Berwick	7,500	4.67	—	5	—	2	2	24	1	1	35	31.4
Wells	10,412	8.16	—	1	—	5	9	63	7	—	85	27.1
York	13,170	7.59	—	3	—	5	21	71	—	—	100	21.0
Buxton	8,285	8.81	—	1	1	7	9	51	4	—	73	26.0
<b>York County Totals</b>	<b>205,395</b>	<b>13.86</b>	<b>2</b>	<b>68</b>	<b>30</b>	<b>136</b>	<b>376</b>	<b>2,114</b>	<b>108</b>	<b>13</b>	<b>2,847</b>	<b>26.7</b>
Total Urban Areas	155,337	16.44	2	64	29	121	307	1,925	94	12	2,554	26.3
Total Rural Areas	50,058	5.85	—	4	1	15	69	189	14	1	293	30.0

**Statewide Agencies**

**January-December 2018**

Contributing Agency	Estimated Population	Crime Rate	Murder	Rape	Robbery	Aggravated Assault	Burglary	Larceny	M/V Theft	Arson	Total Index Crimes	Clearance Rate
Fire Marshal	—	—	—	—	—	1	1	—	—	42	44	56.8
MDEA	—	—	—	—	1	—	—	2	—	—	3	33.3
State Police	—	—	9	51	8	84	260	639	76	—	1,127	43.7
<b>Statewide Agencies Totals</b>	<b>—</b>	<b>—</b>	<b>9</b>	<b>51</b>	<b>9</b>	<b>85</b>	<b>261</b>	<b>641</b>	<b>76</b>	<b>42</b>	<b>1,174</b>	<b>44.2</b>
Total Urban Areas	—	—	—	—	—	—	—	—	—	—	—	—
Total Rural Areas	—	—	9	51	9	85	261	641	76	42	1,174	44.2

**State Totals**

<b>Grand Total</b>	<b>1,338,404</b>	<b>14.77</b>	<b>23</b>	<b>447</b>	<b>227</b>	<b>801</b>	<b>2,707</b>	<b>14,688</b>	<b>776</b>	<b>104</b>	<b>19,773</b>	<b>38.2</b>
Total Urban Areas	845,227	18.65	14	333	192	604	1,810	12,214	542	57	15,766	37.7
Total Rural Areas	493,177	8.12	9	114	35	197	897	2,474	234	47	4,007	39.9

**Offenses Location By Month**

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
Government/Public Building													1
Grocery/Supermarket													1
Highway/Road/Alley/Street	1	5	7	13	1	15	8	7	8	1	1	6	2
Hotel/Motel/Temp. Lodgings		1			2	6	1	5			2		85
Lake/Waterway							1						17
Parking Lot/Garage													1
Residence/Home/Apt./Condo	4	5	7	9	14	1	10	5	11	3	1	1	7
Restaurant/Cafeteria					4	3	2	1	1	1	13	3	92
Specialty Store										2			11
Other/Unknown					1	2			1	1	4	1	3
School-Elementary/Secondary						1			1				9
													2
<b>TOTALS</b>	<b>5</b>	<b>11</b>	<b>14</b>	<b>25</b>	<b>35</b>	<b>31</b>	<b>15</b>	<b>27</b>	<b>29</b>	<b>24</b>	<b>7</b>	<b>7</b>	<b>230</b>

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## Budget Request

02/25/2020

	Expense								
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager		Man Req vs" Curr Bud	Man Req vs" Curr Bud	Man Req vs" Change %
<b>Dept/Div:</b> 27-02 Public Safety / Communications									
Personnel									
10-01 Salaries & Wages	229,491.00	225,917.32	247,178.00	156,751.08	257,626.00		10,448.00		4.23%
Salary and wages for staff. Increase due to scheduled steps/longevity and a contractual 3% increase.									
10-10 Overtime	36,710.00	36,473.27	37,812.00	17,757.98	38,950.00		1,138.00		3.01%
Overtime paid to department staff at the rate of time-and-one-half for any hours worked after 40 hours/week.									
Increase due to scheduled steps/longevity and a contractual 3% increase.									
Benefits									
12-01 FICA	21,673.00	19,550.11	23,172.00	12,819.55	23,293.00		121.00		.52%
Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.									
12-02 MSRS	21,697.00	17,770.26	22,874.00	11,541.00	23,647.00		773.00		3.38%
Employer's contribution to Maine State Retirement. Increase due to scheduled steps/longevity and a contractual 3% increase.									
12-03 ICMA	7,293.00	5,949.45	7,710.00	3,050.24	7,911.00		201.00		2.61%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to scheduled steps/longevity and a contractual 3% increase.									

### Budget Request

02/25/2020

	Expense			2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div:	2019 Budget	2019 Actual	2020 Budget				
27-02 Public Safety / Communications CONT'D							
12-05 Health	57,665.00	51,480.44	59,900.00	32,506.27	63,967.00	4,067.00	6.79%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Increased to reflect projected premiums and participation.							
12-08 Training & Education	1,000.00	0.00	1,000.00	122.50	1,000.00	0.00	.00%
Dispatcher recertification and other training as necessary. Sending reserve dispatchers to the basic school.							
12-12 Uniforms	800.00	600.00	800.00	0.00	800.00	0.00	.00%
Uniforms (shirts & pants) for dispatchers.							
Utilities	8,500.00	9,126.62	8,500.00	6,315.42	9,000.00	500.00	5.88%
15-01 Electricity							
Electrical costs for the building. Increased to reflect projected actual.							
15-03 Heating Fuel	2,557.00	3,942.95	3,040.00	1,104.09	3,900.00	860.00	28.29%
Emergency generator fuel and fuel to heat building - 2,600 gallons propane @ \$1.50/gallon. Increased to reflect projected actual.							
15-05 Water	533.00	550.32	560.00	222.17	595.00	35.00	6.25%
KK&WW charges. Increase of 6% in water rates.							

## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public Safety / Communications CONT'D							
15-06 Internet Fees for Internet and cable access. Increase to reflect Spectrum's increase pricing for cable boxes.	2,500.00	3,396.69	2,500.00	1,801.53	3,000.00	500.00	20.00%
Services							
20-01 Printing Forms for dispatchers.	100.00	75.00	100.00	0.00	100.00	0.00	.00%
20-06 Expert/Professional Computer software/programs - share of IT services \$13,067, Microsoft 365/Email \$2,083. Increase due to reclassification of IT service from maintenance contracts 20-21.	2,600.00	897.00	2,600.00	9,417.36	16,150.00	13,550.00	521.15%
20-08 Data Processing Repair and maintenance for dispatch computers and software. Increase due to the State of Maine increasing their monthly fees.	1,200.00	1,440.00	1,200.00	859.74	1,480.00	280.00	23.33%

## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
Dept/Div: 27-02 Public Safety / Communications CONT'D 20-21 Maintenance Contracts	91,710.00	82,630.26	94,742.00	57,060.25	76,959.00	-17,783.00	-18.77%
Annual maintenance agreements for: Incident Management Center police software, i.e., computer-aided dispatch, records management systems (Incident Management Center service, support, and license fees), IMC cross agency interface system, and the Digital Recorder in dispatch; per capita payment for E-9-1-1 service to York Police Department; maintenance agreements with Medtronic's for heart defibrillators; Atlantic Comfort for the air conditioning; Trans Unions Solutions; and Spectrum Business Class. Priority Dispatch for Emergency Dispatch Services and Code Red - a high-speed notification system that will allow us to record, send, and track emergency messages to the public via telephone. York PD is increasing their fees for EMD and E 9-1-1 in the new three-year contract; IMC maintenance increase for support, and an increase with Stryker maintaining our AED's for the cruisers. Decrease to reclassify TT services to expert/professional 20-06.							

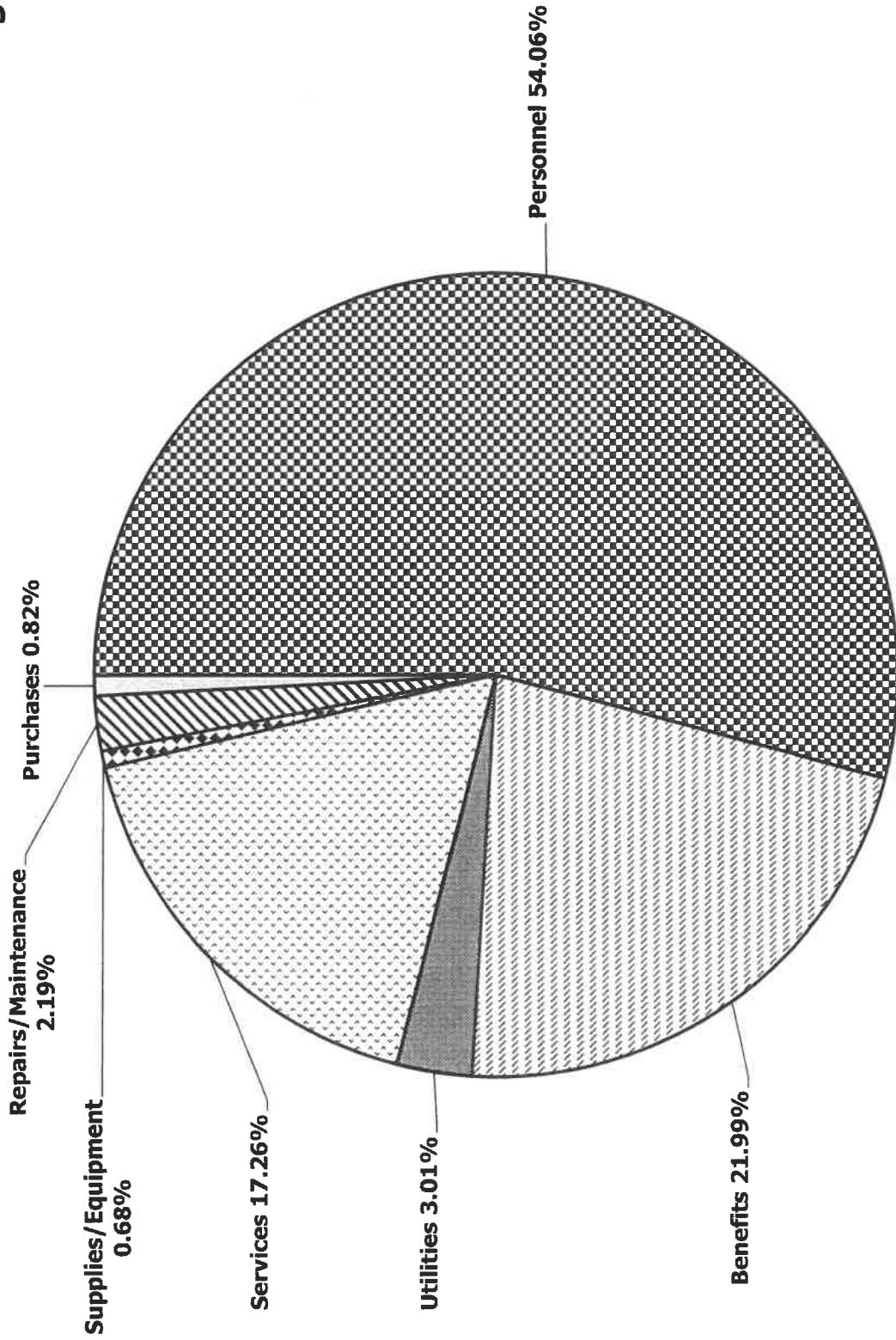
## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public Safety / Communications CONTD							
30-01 Office Supplies	1,000.00	990.85	1,000.00	660.02	1,000.00	0.00	.00%
Note pads, pens, pencils, message pads, fax cartridges, printer cartridges, and standard office supplies.							
30-02 Operating Supplies	1,750.00	140.00	1,750.00	244.14	750.00	-1,000.00	-57.14%
Paper towels, toilet paper, exterminator's services, air conditioning service contract, and light bulbs. Decreased to reflect projected actual.							
30-08 Computers	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	.00%
Budget for miscellaneous hardware repairs and replacement.							
Repairs/Maintenance	9,500.00	12,390.67	9,500.00	2,457.28	9,500.00	0.00	.00%
35-01 Buildings							
Normal repair and maintenance of furnace, bathrooms, locks, general cleaning supplies, sprinkler and boiler system inspections, janitorial expense and exterior maintenance.							
35-06 Radio Maintenance	2,500.00	1,317.28	2,500.00	2,500.00	2,500.00	0.00	.00%
Repair costs of radios and upgrades, replacement batteries for portable radios, and console repairs.							
Purchases	1,500.00	0.00	1,500.00	1,863.68	4,500.00	3,000.00	200.00%
60-03 Radio Replacement							
Replacement of radios that would not be cost effective to fix. Increase due to replace 3 out of 20 old, outdated portables.							
Communications	504,279.00	476,638.49	531,938.00	321,054.30	548,628.00	16,690.00	3.14%

## **Communications FY 21 Budget**



## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 27-03 Public Safety / Fire Dept</b>							
<b>Personnel</b>							
10-01 Salaries & Wages	91,810.00	90,817.23	122,943.00	74,779.89	132,305.00	9,362.00	7.61%
Salaries for part-time Fire Chief, and full-time Fire Administrator; part-time wages for Station Engineers who conduct regular checks on vehicles, equipment, and stations and who could work as many as 780 hours a year. Wages for firefighters to assist in administrative duties: maintaining fire department data files (as many as 60 hours per year). Part-time wages for firefighters to serve as E-911 Addressing Officer and to oversee the E-911 Addressing Ordinance. Part-time wages for firefighters to do dry hydrant inspections, annual hose testing, maintenance, annual in-service pump test, assist in vehicle inspections, and annual ladder testing up to as many as 400 hours per year. Estimated wages reflect a scheduled steps/longevity and projected actual hours performed on assigned tasks. Increase due to scheduled steps/longevity and a contractual 3% increase for staff.							
10-04 Fire Warden	716.00	759.12	759.00	390.94	805.00	46.00	6.06%
Stipend for the Forestry Fire Warden. Increase due to scheduled steps/longevity and a contractual 3% increase.							

## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D							
10-07 Call Firefighters	100,000.00	85,075.91	90,000.00	48,540.86	100,000.00	10,000.00	11.11%
Wages; up to 4,000 emergency call hours for firefighters and stipends for officers. Training hours for individuals; Firefighter I/II (4 ffs 240 hours per class), in-house driver/pump operator classes (10 ffs 320 hours), annual mandatory training for all ffs 240 hours including SCBA fit-testing, SCBA medical reviews; fall Fire Attack School (as many as 10 ffs @ 16 hours each 160 hours), 12 monthly training drills (22 ffs @ 4 hours [1,056 hours]), Emergency Vehicle Operators Course for drivers' training (up to 10 ffs @ 12 hours each 120 hours), Hazmat Operations Refresher (36 ffs @ 3 hours [108 hours]), National Incident Management System courses (4 ffs [20 hours each 80 hours]), in-house new members' training (up to 10 ffs @ 72 hours [720 hours]). Increased to reflect projected call volume and responding personnel.							
Benefits	14,766.00	13,457.62	16,577.00		9,535.23	18,069.00	1,492.00
12-01 FICA							9.00%
Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.							

## Budget Request

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 27-03 Public Safety / Fire Dept CONT'D</b>							
12-02 MSRS Employer's contribution to Maine State Retirement. No qualifying employees at this time.	2,500.00	2.42	0.00	0.00	0.00	0.00	.00%
12-03 ICMA ICMA 457 Deferred Compensation Plan for all eligible employees.	3,465.00	1,865.84	2,995.00	2,060.93	3,085.00	90.00	3.01%
12-05 Health Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Increased to reflect projected premiums and participation.	16,908.00	16,623.25	17,548.00	10,112.27	18,714.00	1,166.00	6.64%
12-06 Dues & Fees This line includes the Fire Department, Fire Chief, and firefighter dues payments for various fire service associations. Includes the International Association of Fire Chiefs (includes New England Division), Maine Fire Chiefs (includes 5 members), and National Fire Protection Association (department dues).	700.00	370.00	700.00	270.00	700.00	0.00	.00%

### Budget Request

02/25/2020

	Expense			Man Req vs"		
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud Change \$
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D						
12-07 Travel & Meetings	500.00	45.65	500.00	138.55	300.00	-200.00
This account includes reimbursement for travel related and attendance fees for members on town business or attending fire service seminars and conferences. Decreased to reflect projected actual.						-40.00%
12-08 Training & Education	8,000.00	6,422.43	8,000.00	4,105.47	8,000.00	0.00
National Fire Protection Association code subscription service, Firefighter I/II course fees & manuals, firefighter officers course fees, firefighters manual for in-house class, fire instructors course fees & manuals, CPR training and cards, fall Fire Attack School course fees, fire prevention week school handouts & materials, misc. instructor fees, food for in-house training, and the cost of construction of training aids and acquiring new training aids.						.00%
12-11 Vaccine	500.00	0.00	600.00	0.00	600.00	0.00
Hepatitis B Vaccine Program or other required inoculations.						.00%
12-12 Uniforms	750.00	1,139.34	1,000.00	471.28	800.00	-200.00
FY 19 actual included a carryforward of \$811.50. This line is to provide uniforms for the staff. Decreased to reflected projected actual.						-20.00%

## Budget Request

02/25/2020

Dept/Div:	Public Safety / Fire Dept CONT'D	Expense					Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager		
12-13 Physicals	General health screening and physicals, including the Bureau of Labor Standards (BLS) mandated entrance physicals and mandated respirator use evaluations. Interior qualified firefighter over 40 years old has to be reviewed annually; 35 to 39 years old every two years; and under 30 years old every 5 years. If the doctor requests more testing, it has to be done at their recommendation.	1,500.00	1,289.00	1,500.00	375.00	1,500.00	0.00	.00%
12-15 Recognition	To provide an annual recognition event when awards, service pins, etc, can be awarded. An opportunity where the Town can show its appreciation for the volunteer firefighters and provide each firefighter with a small gift and to include regional mutual aid barbecue, shared expenses with the four fire companies. Decreased to reflect projected actual.	5,000.00	3,581.95	5,000.00	270.93	4,500.00	-500.00	-10.00%
Utilities	15-01 Electricity To purchase electricity for the Village, Wildwood, and Goose Rocks Beach Stations.	6,500.00	7,096.13	6,500.00	4,098.17	6,500.00	0.00	.00%

**Budget Request**

02/25/2020

Expense							Man Req vs"	Man Req vs
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud	Curr Bud	Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D	2,600.00	2,622.69	5,000.00	1,637.52	5,000.00	0.00	0.00	.00%
15-02 Telephone								
Telephone service for Goose Rocks, Port Village, cell phones/iPads in 6 trucks @ \$33/mo. x 12, Wildwood, and reimbursements for 2 cell phones.								
15-03 Heating Fuel	20,000.00	17,987.98	21,240.00	8,050.72	17,320.00	-3,920.00	-3,920.00	-18.46%
To purchase propane for heat for the Village (4,700 gal), Wildwood (1,900 gal) fire stations, and to purchase heating oil for Goose Rocks (2,800) fire station. Projected propane costs at \$1.50 - #2 Heating fuel at \$2.65. Decreased in projected cost per gallon and projected usage.								
15-05 Water	450.00	416.54	460.00	222.21	490.00	30.00	30.00	6.52%
Sprinkler service for 32 North Street. Domestic metered use at Village & Wildwood. Increase of 6% in water rates.								
15-06 Internet	2,533.00	3,040.30	3,100.00	1,854.91	3,100.00	0.00	0.00	.00%
Fees for Internet access at 32 North Street, Wildes District, and Goose Rocks.								
Services								
20-04 Advertising	50.00	0.00	50.00	0.00	50.00	0.00	0.00	.00%
Publication costs for recruiting and bid advertisements, and any public notices.								

## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public Safety / Fire Dept CON'TD							
20-06 Expert/Professional	1,800.00	7,162.97	1,800.00	3,599.06	6,145.00	4,345.00	241.39%
Fees for the "I Am Responding" service that we use for notifications. We use this Internet-based program to send out notifications to the members about fire calls, training events, etc. When the dispatchers enter a call for service into the dispatch computer for either the Fire Dept. or KEMS, the computer sends out a message to the members' cell phones and/or email address about the call. The Kennebunkport Emergency Medical Services (KEMS) shares this service with us, so we split the costs with them. Fully Involved software for iPads with Cloud storage - annual fee \$1,600. SonicWall renewal; Antivirus; and Microsoft 365/email \$570. Share of contracted IT services \$2,000. Increased to reflect projected actual.							
Insurance	6,700.00	6,590.00	2,720.00	2,380.00	2,380.00	-340.00	-12.50%
25-12 Supplemental Insurance							
Volunteer firefighter blanket accident coverage to provide for firefighter specialty job functions not covered under basic Worker's Comp. Decrease due to projected premium.							
Supplies/Equipment							

**Budget Request**

02/25/2020

	Expense			Man Req vs Curr Bud Change %			
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D							
30-01 Office Supplies	1,750.00	3,857.43	2,500.00	524.97	1,500.00	-1,000.00	-40.00%
FY 19 actual included a carryforward of \$2,203. Copy paper, inkjet and laser toner cartridges, and miscellaneous office supplies. Decrease to reflect projected actual needs.							
30-03 Equipment	5,000.00	3,469.78	6,000.00	59.75	4,000.00	-2,000.00	-33.33%
To purchase miscellaneous hand tools, either replacement or new style tools. Also, to replace miscellaneous hose fittings and adaptors that get lost or broken, fire hose nozzles, tool box, pry bars, sledge hammers, hand lights, eyewash fluid, traffic cones, safety flags, saw blades, hose gaskets, and required equipment for the water craft. Decreased to reflect projected actuals.							
30-04 Postage	200.00	73.92	200.00	65.85	200.00	0.00	.00%
Postage cost for correspondences, newsletters, and other mailing charges.							
30-05 Photocopier	500.00	340.83	585.00	321.55	585.00	0.00	.00%
Photocopier lease & maintenance.							
30-08 Computers	2,000.00	2,375.91	9,000.00	1,430.36	3,000.00	-6,000.00	-66.67%
To purchase computer hardware/software. Decrease due to one time purchase of 5 iPads with mounts in prior year.							

## Budget Request

02/25/2020

### Expense

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs "Curr Bud"	Man Req vs "Change \$"	Man Req vs "Curr Bud"	Man Req vs "Change %"
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D									
30-21 Hose Replacement	1,106.00	0.00	1,106.00	0.00	0.00	-1,106.00	-100.00%		
To replace any hose that gets damaged or will not pass hose testing. Decreased as no replacement hose projected in FY 21.									
30-22 Dry Hydrants	1,000.00	105.12	1,000.00	0.00	0.00	-1,000.00	-100.00%		
Repair and relocate hydrants, painting, pumping/winterizing, and brush control associated with 84 dry hydrants. Decreased as current maintenance schedule does not anticipate funds in FY 21.									
30-24 Gas	2,000.00	833.70	1,800.00	883.62	1,015.00	-785.00	-43.61%		
450 gallons at \$2.25/gallon. Decreased to reflect projected actual.									
30-25 Diesel	3,050.00	2,481.80	2,900.00	1,560.14	2,650.00	-250.00	-8.62%		
Fuel for diesel-powered fire apparatus. Total of 1,000 gallons (annual use) at \$2.65/gallon. Decreased to reflect projected actual cost per gallon.									
30-38 Personal Protective Equipment	7,500.00	3,142.57	7,500.00	3,914.00	6,000.00	-1,500.00	-20.00%		
Personal protective equipment - miscellaneous items not part of a major purchase: gloves, Nomex hoods, gear bags, boots, SCBA masks, SCBA eyeglass insert, safety ropes and bags, firefighter name patches for existing turnout coats, and accountability tags. Decreased to reflect projected actual.									
Repairs/Maintenance									

### Budget Request

02/25/2020

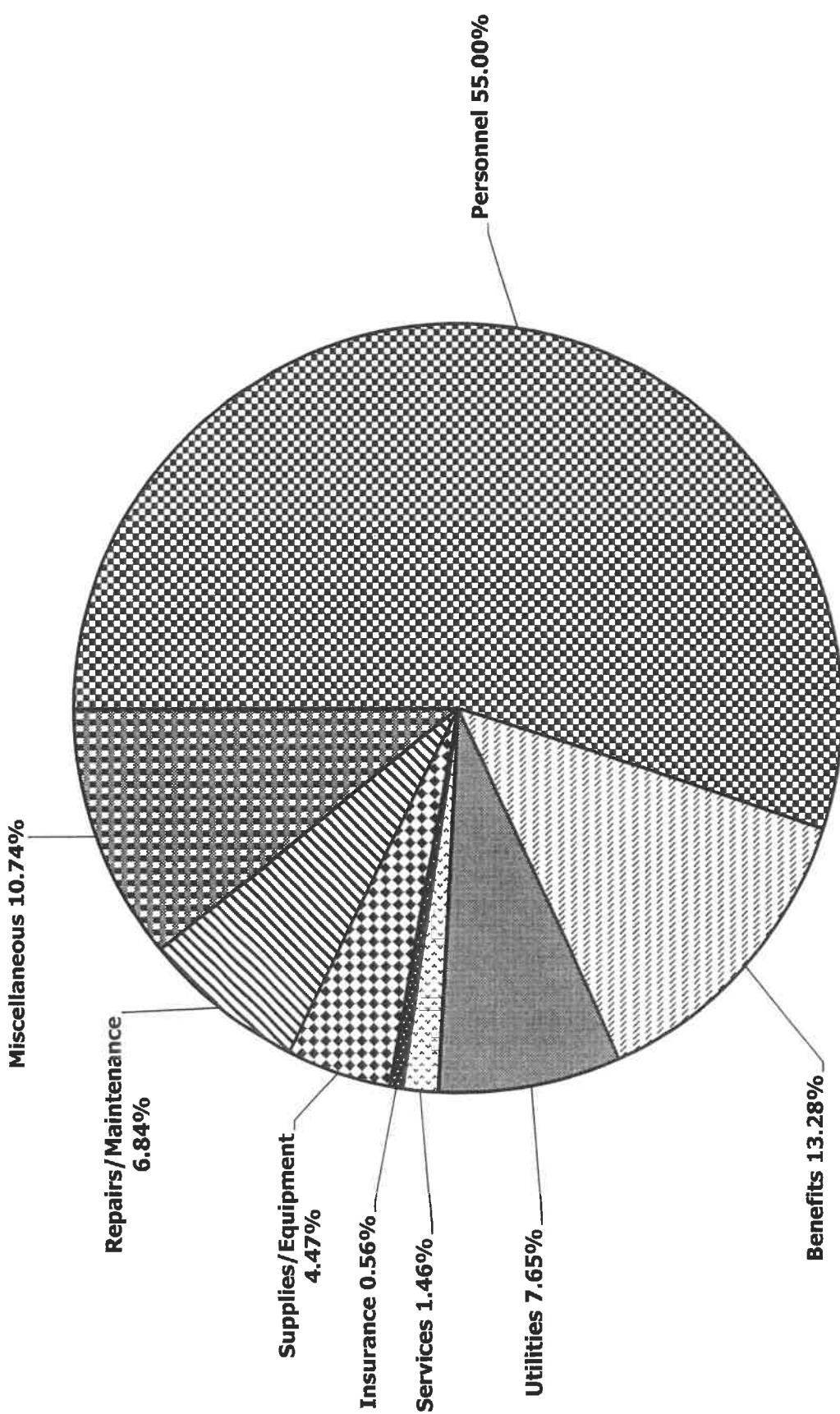
Dept/Div:	Category	Expense			Man Req vs"			Man Req vs		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud Change \$	Curr Bud	Change %	
27-03 Public Safety / Fire Dept CONT'D										
35-01 Buildings	FY 19 actual included a carryforward of \$4,500. Maintenance supplies for generator at Village & Wildes District Station. Annual hood and duct inspection at Village Station. Alarm monitoring at Village Station. Sprinkler system inspection at Village Station. Supplies (bathroom, bulbs, misc.) at Village & Wildes District Stations. Building maintenance and repairs at Village & Wildes District Stations. Maintenance and inspections of fire extinguisher at all stations & in all vehicles. Boiler inspections at Village & Wildes District Station. Replacement filters for Plymovent exhaust systems and eye wash fluids for each station. Decreased to reflect projected actual.	11,100.00	8,116.05	9,000.00	462.10	7,000.00	-2,000.00	-2,000.00	-22.22%	

## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud	Man Req vs Curr Bud Change %
<b>Dept/Div: 27-03 Public Safety / Fire Dept CONT'D</b>							
35-03 Vehicles & Equipment	23,000.00	19,637.44	22,200.00	6,322.56	22,000.00	-200.00	-.90%
Parts and maintenance supplies for fire equipment; pump maintenance and tests for the ladders and engines; aerial ladder testing on the ladder trucks (L4, L34); ground ladder testing on all of the vehicles; preventive maintenance on the aerial ladders (L4, L34); ground ladder maintenance and repairs; outboard motor annual servicing (marine 1 & 2); annual vehicle inspection; miscellaneous unexpected vehicle repairs; and replacement parts and batteries for small equipment items. Vehicle oil changes, vehicle lubrication, and replacement of worn tires. Decreased to reflect projected actual needs.							
Miscellaneous	23,826.00	23,826.00	24,350.00	24,350.00	24,910.00	560.00	2.30%
50-05 Goose Rocks Fire	19,692.00	19,692.19	20,125.00	0.00	20,588.00	463.00	2.30%
Town's lease payment to the Goose Rocks Beach Fire Station. Increased per lease agreement (CPI 2.3% December 2019).							
50-07 Cape Porpoise Fire	389,472.00	354,319.11	417,258.00	212,788.84	423,811.00	6,553.00	1.57%
Town's lease to the Atlantic Volunteer Engine Station. Increased per lease agreement (CPI 2.3% December 2019).							

## Fire FY 21 Budget



## Budget Request

### Expense

Dept/Div:	Public Safety / KEMS	2019			2020			2021			Man Req vs"		
		Budget	Actual	Budget	YTD	Manager	Curr Bud	Change \$	Curr Bud	Change %	Man Req vs	Curr Bud	Change %
Miscellaneous		150,000.00	150,000.00	175,000.00	175,000.00	165,000.00	-10,000.00	-10,000.00	-10,000.00	-5.71%			
50-28 KEMS													
Town's contribution to KEMS.													
Decreased in requested funding.													
KEMS		150,000.00	150,000.00	175,000.00	175,000.00	165,000.00	-10,000.00	-10,000.00	-10,000.00	-5.71%			

A	B	C	D	E	F	G	H	I	J	K
		Budget 2020-2021						Budget 2020-2021		
1 Income:						1 Expenses:				
2						2				
3 Earned	\$ 336,000.00					3 Operating:		\$ 22,840.00	5%	
4 Revenue on Service	300,000.00					4 Oxygen		400.00		
5 Adj to Revenue for Service	(150,000.00)					5 Licensing Fee		2,000.00		
6 Special Events	-					6 Vaccine		140.00		
7 CPR income	1,000.00					7 Operating Assessment Fee		2,500.00		
8 Subscription Revenue	20,000.00					8 Vehicle Maintenance		3,000.00		
9 Earned Income Sub Total	\$ 171,000.00	46%				9 Vehicle Fuel		3,000.00		
10						10 Radio Equip. Maintenance		1,500.00		
11						11 Clothing		2,800.00		
12 Town Appropriation	\$ 165,000.00	44%				12 Medical Equip. Maintenance		2,000.00		
13						13 Medical Supplies		5,500.00		
14 Gifts & Donations	\$ 45,000.00	10%				14				
15 Gifts						15				
16 Remembrances						16 Payroll:		\$ 370,777.93	78%	\$ 185,388.97
17 Restricted						17 Salary Wages Perdeim		186,586.22		
18 Unrestricted						18 Officers		30,000.00		
19						19 Driver/EMT Wages		123,155.04		
20 Fund Drive 2019						20 FICA & Medicare		26,293.77		
21 Fund Drive 2020	45,000.00					21 Payroll Service Fee		4,742.90		
22						22				
23 Grants						23 Administrative:		\$ 6,500.00	1%	
24						24 Telephone		3,000.00		
25 Interest:	45.00					25 Office Supplies/Postage		3,500.00		
26 KSB Savings	45.00					26				
27 Schwab						27 Facilities:		\$ 11,000.00	2.3%	
28						28 Rent		1,500.00		
29						29 Utilities		5,000.00		
30 Dividends	\$ 1,000.00					30 Supplies		2,000.00		
31						31 Repairs/Maintenance		2,500.00		
32 Unrealized Gains/Losses	-					32				
33						33 Education & Training:		\$ 5,700.00	1.2%	
34						34 Education		3,500.00		
35						35 CPR		1,400.00		
36						36 Recruiting		800.00		
37						37 EMS Conference				
38						38				
39						39				
40						40 Business:		\$ 39,530.00	8%	
41						41 Legal & Accounting		10,000.00		
42						42 Bad Debt Collection Fee		1,500.00		
43						43 Investment Fee		0		
44						44 Medical Reimbursement		8,300.00		
45						45				
46						46 Insurance:		19,730.00		
47						47 Bond		5,480.00		
48						48 Workers Comp		12,000.00		
49						49 Auto		2,250.00		
50						50 Umbrella				
51						51 Umbrella/General Liability		4220.00		
52						52				
53						53 Other Expenses:		\$ 16,300.00	3%	
54						54 Meetings		4,500.00		
55						55 Gifts		300.00		
56						56 Fund Drive		2,400.00		
57						57 Subscription		2,400.00		
58						58 Membership & Subscriptions		500.00		
59						59 Contractor Services		6,000.00		
60						60 Meals & Entertainment		200.00		
61						61 Crew Improvements				
62						62				
63						63 Depreciation Expense		-		
64						64				
65 Total Income	\$ 382,045.00	100%				65 Total Expense		\$ 472,647.93	100%	
66 Endowment transfer	\$ 90,602.93									
67 Cash Flow Income	\$ 472,647.93					Net Income/Loss		\$ (0.00)		

## Budget Request

### Expense

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs"	
						Curr Bud	Curr Bud Change %
27-05 Public Safety / Emergency Management							
Supplies/Equipment							
30-02 Operating Supplies	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	.00%
Emergency needs, e.g., food, barricades, etc. Repair and clean-up costs related to storm damage are charged to other accounts or programs. Also includes mileage reimbursement for volunteer staff to attend trainings & meetings, as well as publication costs for Town's Emergency Operations Plan. The Town has established a reserve account with unspent funds for future needs.							
Emergency Management	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	.00%

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## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 27-06 Public Safety / Animal Control Officer</b>							
<b>Personnel</b>							
10-01 Salaries & Wages	7,503.00	7,174.70	7,800.00	3,268.32	5,305.00	-2,495.00	-31.99%
Salary and wages for staff. Decreased due to staff changes.							
<b>Benefits</b>							
12-01 FICA	574.00	80.85	597.00	250.14	406.00	-191.00	-31.99%
Employer's contribution to FICA (7.65%). Decreased due to staff changes.							
<b>12-07 Travel &amp; Meetings</b>							
	850.00	0.00	850.00	143.26	850.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel-related expenses including but not limited to meals, lodging, and other means of travel.							
<b>Services</b>							
20-06 Expert/Professional	0.00	428.00	0.00	0.00	0.00	0.00	.00%
<b>Supplies/Equipment</b>							
30-02 Operating Supplies	1,300.00	144.95	1,300.00	422.00	1,300.00	0.00	.00%
Expenses for supplies, doggie dispenser bags, equipment, printing costs, veterinarian costs, and cell phone.							
<b>Miscellaneous</b>							
50-32 Animal Welfare Society	4,829.00	4,828.88	4,829.00	3,621.66	4,829.00	0.00	.00%
Animal Shelter \$1.39 per capita based on 2010 census - 3,474.							

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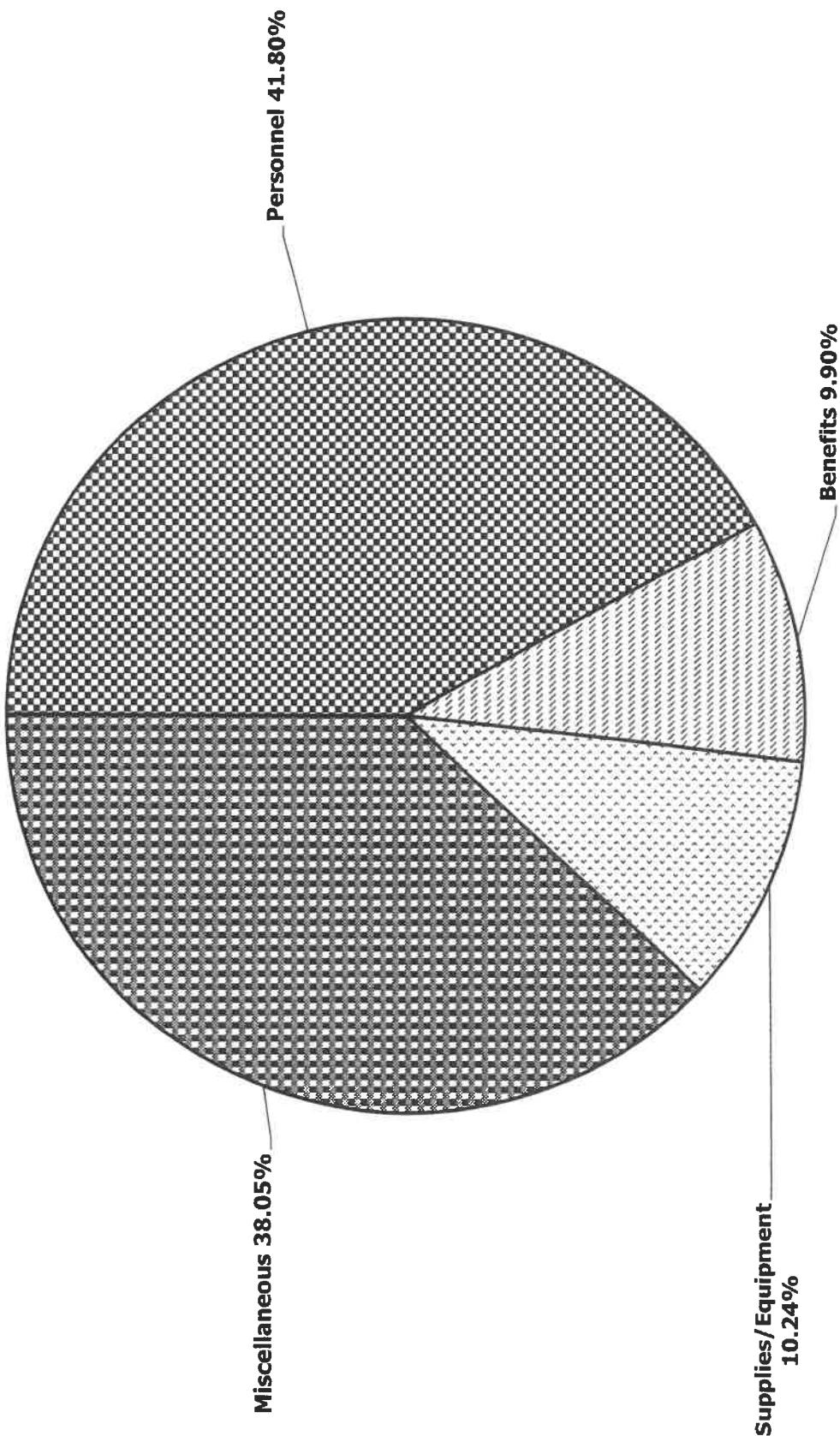
02/25/2020

**Budget Request**

**Expense**

Dept/Div:	Public Safety / Animal Control Officer CONT'D	Expense			Man Req vs"			Man Req vs		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud	Curr Bud	Change \$	Change %
	Animal Control Officer	12,657.38	15,376.00	7,705.38	12,690.00		-2,686.00			-17.47%

## **Animal Control Officer FY 21 Budget**



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## Budget Request

### Expense

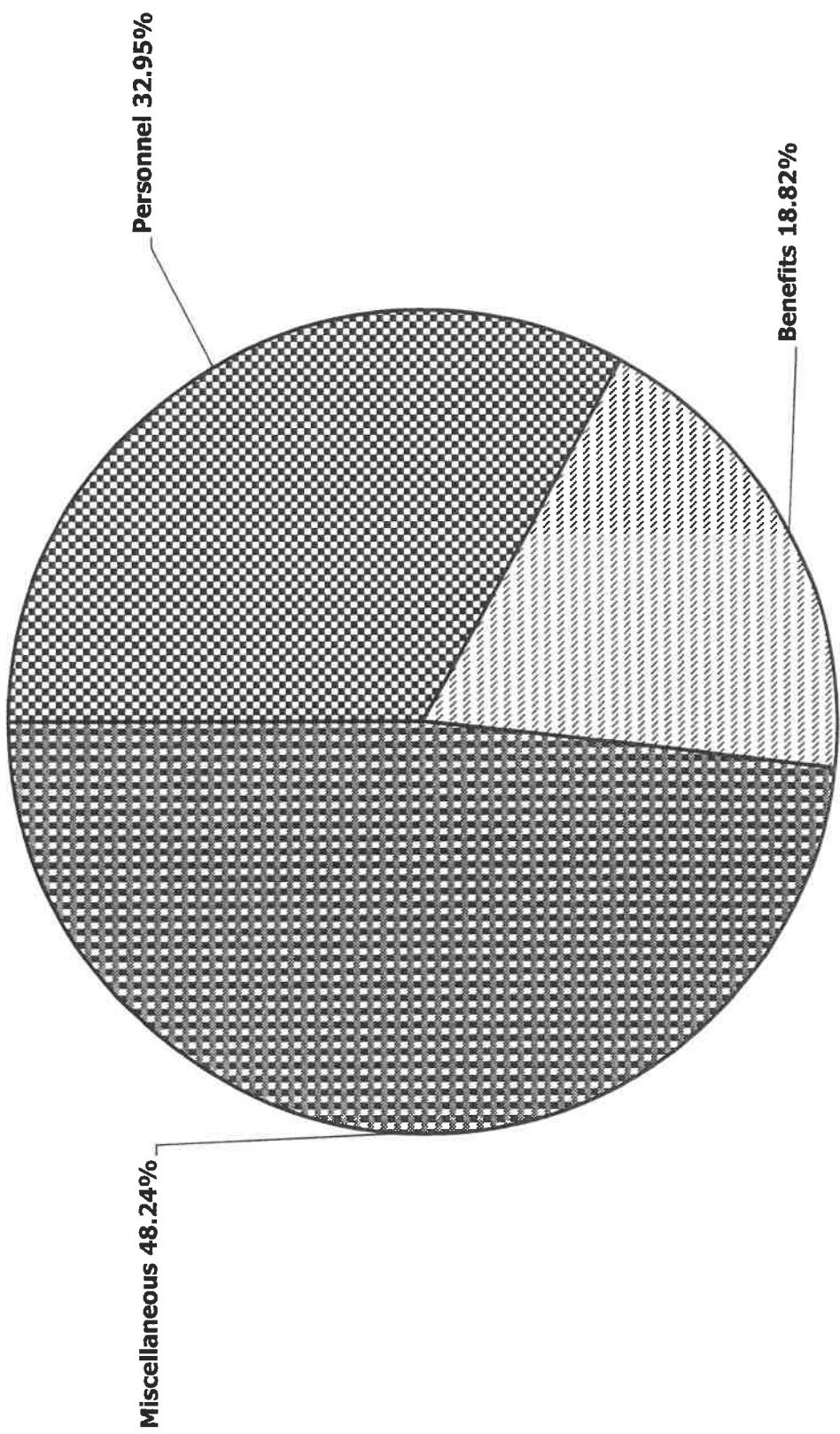
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-07 Public Safety / Harbormaster							
Personnel							
10-05 Cape Harbormaster	2,942.00	2,396.57	13,000.00	8,408.40	13,650.00	650.00	5.00%
Salary and wages for staff. The Cape Porpoise Pier Manager also serves as the Cape Harbormaster. Increase due to scheduled steps/longevity and a contractual 3% increase. Salaries and benefits split - 20% in the general fund and 80% in the Pier fund.							
Benefits							
12-01 FICA	239.00	182.51	995.00	589.41	1,065.00	70.00	7.04%
Employer's contribution to FICA (7.65%). Salaries and benefits split - 20% in the general fund and 80% in the Pier fund. Increase due to scheduled steps/longevity and a contractual 3% increase.							
12-02 MSRS	0.00	140.80	1,300.00	852.78	1,379.00	79.00	6.08%
Employer's contribution to Maine State Retirement. Salaries and benefits split - 20% in the general fund and 80% in the Pier fund. Increase due to scheduled steps/longevity and a contractual 3% increase.							

**Budget Request**

02/25/2020

	Dept/Div:	2019 Budget	2019 Actual	Expense			2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
				2019 Budget	2020 Budget	2020 YTD				
12-07 Public Safety / Harbormaster CONT'D	12-03 ICMA	176.00	28.16	0.00	170.68	273.00	273.00	273.00	100.00%	100.00%
ICMA 457 Deferred Compensation Plan for all eligible employees. Salaries and benefits split - 20% in the general fund and 80% in the Pier fund.										
Increase due to scheduled steps/longevity and a contractual 3% increase.	12-05 Health	0.00	0.00	4,758.00	2,720.13	5,079.00	321.00	321.00	6.75%	6.75%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Salaries and benefits split - 20% in the general fund and 80% in the Pier fund. Increased to reflect projected premiums and participation.										
Miscellaneous	50-24 River Harbormaster	17,600.00	19,234.36	18,785.00	0.00	19,986.00	1,201.00	1,201.00	6.39%	6.39%
	Cost sharing for the Towns of Kennebunkport and Kennebunk. Increase for the Kennebunk River Harbormaster due to salary and operational budget increase.									
Services	Harbormaster	20,957.00	21,982.40	38,838.00	12,741.40	41,432.00	2,594.00	2,594.00	6.68%	6.68%

## Harbormaster FY 21 Budget



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## Budget Request

02/25/2020

### Expense

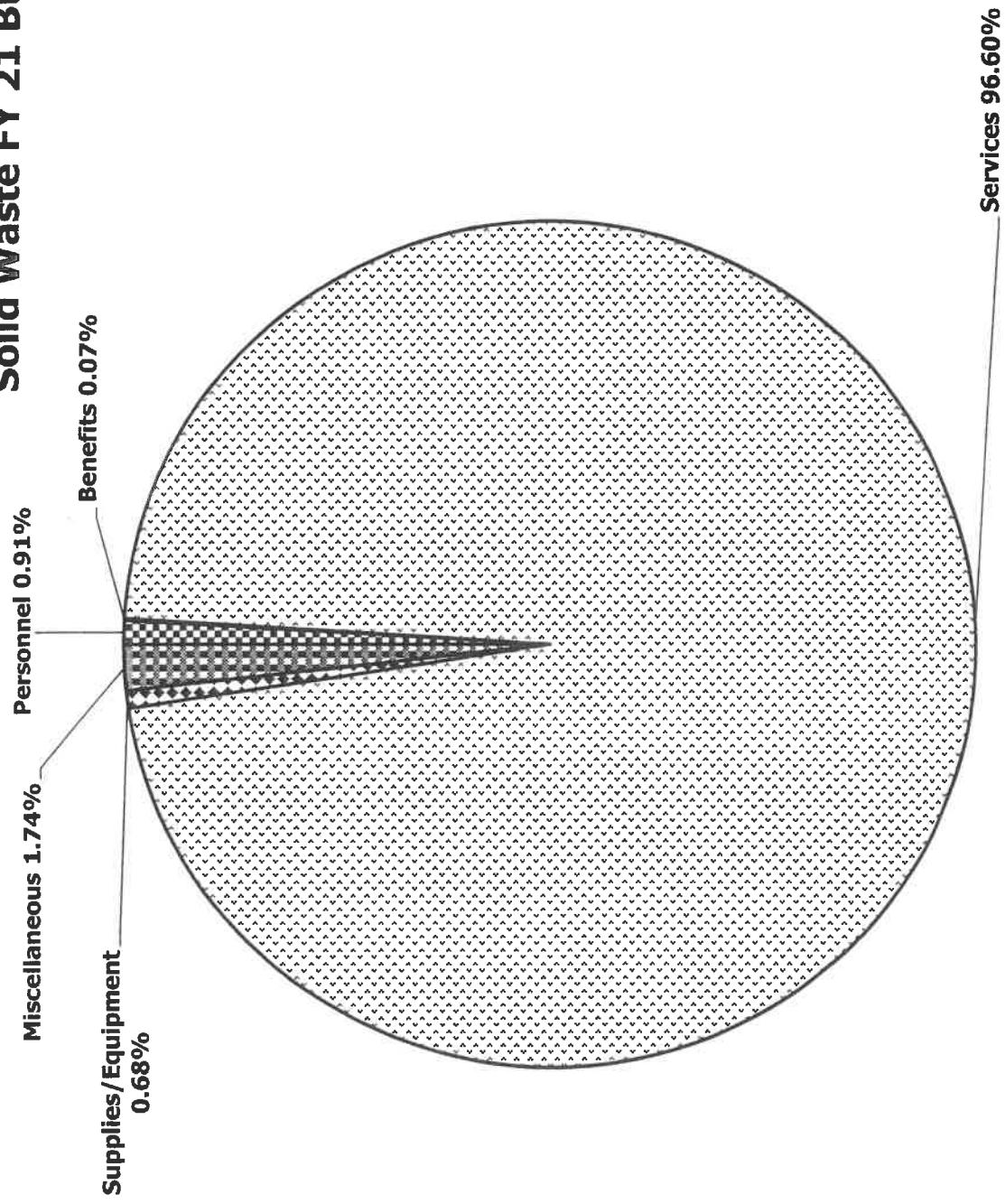
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
<b>Dept/Div: 29-01 Health &amp; Welfare / Solid Waste</b>							
Personnel							
10-01 Salaries & Wages	200.00	0.00	200.00	0.00	5,376.00	5,176.00	2588.00%
Wages for the Recycling Education Intern 80%, Shade Tree 10%, Wastewater 10%, and employee for the Hazardous Waste Day.							
Benefits							
12-01 FICA Employer's contribution to FICA (7.65%).	15.00	0.00	15.00	0.00	411.00	396.00	2640.00%
Utilities							
15-01 Electricity	250.00	197.61	250.00	153.16	0.00	-250.00	-100.00%
Decreased as cardboard compactor at Bradbury Brothers Market has been removed.							
Services							
20-12 Tipping Fees	200,600.00	199,932.80	223,880.00	151,336.06	221,144.00	-2,736.00	-1.22%
Contract with Casella Waste at 2,800 tons of waste @ \$78.98/ton. Increased per contract tied to CPI 2.3%, December 2019.							
20-19 Curbside Waste	192,254.00	192,016.77	196,944.00	114,771.11	201,450.00	4,506.00	2.29%
Contracted service. This account also includes picking up barrels and waste containers (dumpsters) at all public buildings and facilities. Increase due to contract adjustments. The current contract expires September 1, 2024.							

**Budget Request**

02/25/2020

Expense							Man Req vs"	Man Req vs"
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud Change \$	Curr Bud Change %	Curr Bud Change %
Dept/Div: 29-01 Health & Welfare / Solid Waste CONT'D	0.00	0.00	52,653.00	23,808.54	42,000.00	-10,653.00	-20.23%	-20.23%
20-23 Curbside Recycling								
Processing and contamination fees for recycling materials at Ecomaine - 350 tons at \$120 ton. Reduced to reflect projected adjusted rate per ton.	0.00	0.00	0.00	0.00	106,000.00	106,000.00	100.00%	100.00%
20-27 Recycling Pickup								
Contracted service through Casella. Contract ends September 1, 2024. Curbside \$106,000.	0.00	0.00	0.00	0.00	300.51	4,000.00	0.00	.00%
Supplies/Equipment								
30-02 Operating Supplies	0.00	0.00	4,000.00	300.51	4,000.00	0.00	0.00	.00%
To fund expenses related to recycling educational promotions.								
Miscellaneous								
50-09 Recycling Program	54,226.00	54,158.57	0.00	0.00	0.00	0.00	0.00	.00%
50-10 Recycling Containers	1,500.00	1,472.57	0.00	0.00	0.00	0.00	0.00	.00%
Funding is no longer required as residents are allowed to use personal bins.								
50-11 Unacceptable Waste	4,000.00	4,116.74	4,000.00	5,092.48	4,000.00	0.00	0.00	.00%
Cost for the collection and disposal of household hazardous waste. Trash bags for all public barrels.								
50-72 Monitoring	4,850.00	12,160.47	6,300.00	0.00	6,300.00	0.00	0.00	.00%
FY 19 actual included a carryforward of \$6,600. Cost for monitoring the closed landfill.								
Solid Waste	457,895.00	464,055.53	488,242.00	295,461.86	590,681.00	102,439.00	20.98%	20.98%

## **Solid Waste FY 21 Budget**



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## Budget Request

02/25/2020

	Expense					
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$
<b>Dept/Div: 29-02 Health &amp; Welfare / Health Personnel</b>						
10-01 Salaries & Wages	118,664.00	117,956.60	125,904.00	76,450.10	116,033.00	-9,871.00 -7.84%
Salary and wages for staff. Decrease due to change in hours for part-time nurse.						
10-10 Overtime	515.00	0.00	0.00	0.00	0.00	.00%
Overtime wages for staff. Decreased as overtime hours are not required.						
Benefits	9,290.00	8,956.11	9,814.00	5,818.99	9,447.00	-367.00 -3.74%
12-01 FICA						
Employer's contribution to FICA (7.65%). Decrease due to change in hours for part-time nurse.						
12-02 MSRS	11,918.00	11,795.66	12,590.00	7,644.97	11,719.00	-871.00 -6.92%
Employer's contribution to Maine State Retirement. Decrease due to change in hours for part-time nurse.						
12-03 ICMA	3,133.00	2,317.05	2,387.00	1,514.37	2,458.00	71.00 2.97%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to scheduled steps/longevity and a contractual 3% increase for full-time staff.						

## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs"	Man Req vs
						Curr Bud Change \$	Curr Bud Change %
Dept/Div: 29-02 Health & Welfare / Health CONT'D							
12-05 Health	22,355.00	21,634.37	22,548.00	13,363.08	5,000.00	-17,548.00	-77.83%
Health insurance coverage - PPO 500.							
Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Decrease due to change in benefits for part-time nurse.							
12-07 Travel & Meetings	5,000.00	4,623.49	5,000.00	3,051.66	5,000.00	0.00	.00%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel.							
12-08 Training & Education	600.00	150.00	600.00	150.00	600.00	0.00	.00%
American Nurses Association, Maine Public Health Association, workshops and seminars.							
12-09 Wellness	300.00	-0.02	300.00	157.00	300.00	0.00	.00%
To promote employee health and wellness.							
Utilities	750.00	456.57	750.00	281.15	750.00	0.00	.00%
15-01 Electricity							
Electrical costs.							
15-02 Telephone	900.00	861.72	900.00	631.09	1,400.00	500.00	55.56%
Telephone and fax line.							

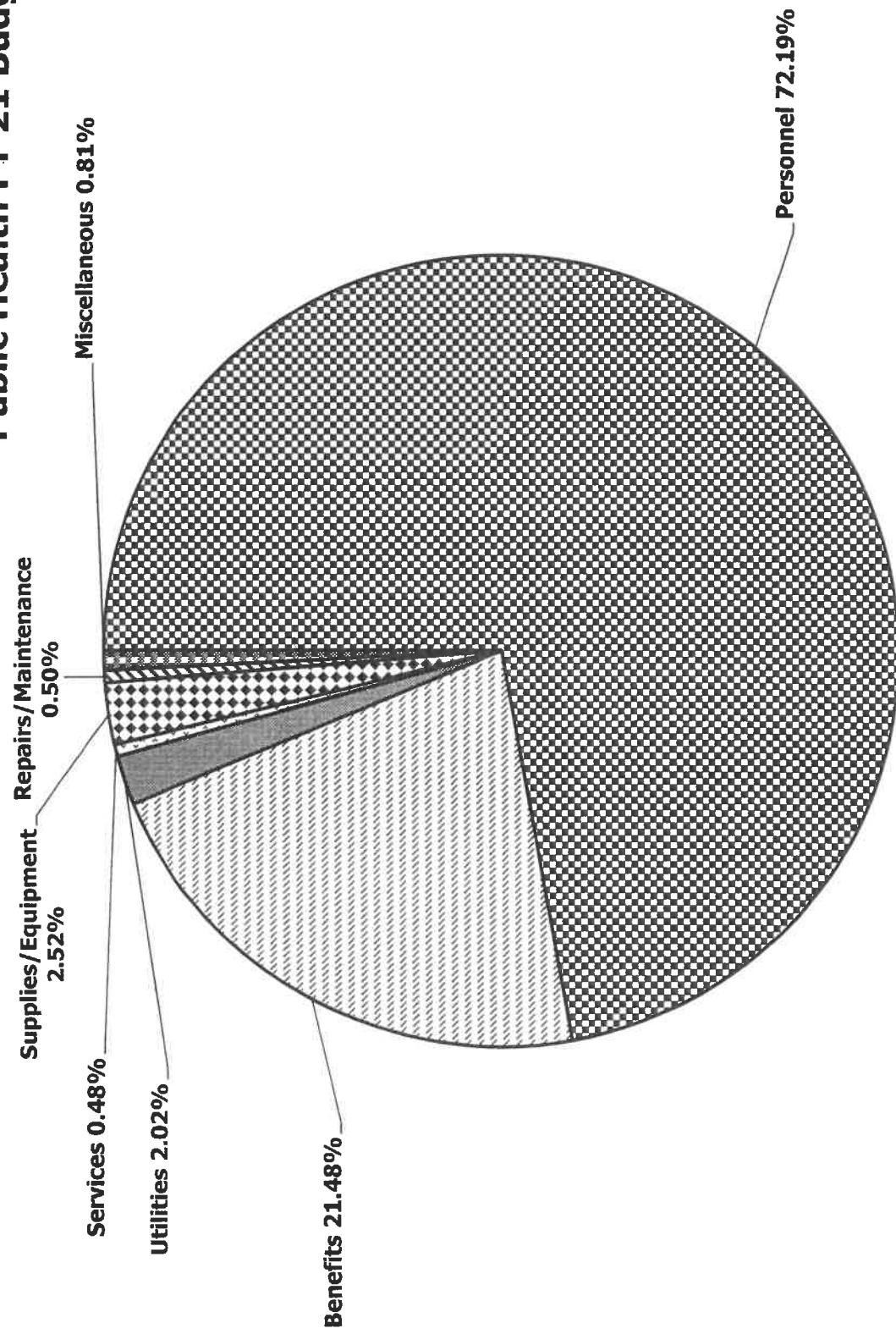
## Budget Request

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud	Man Req vs Change \$	Man Req vs Curr Bud	Man Req vs Change %
<b>Dept/Div: 29-02 Health &amp; Welfare / Health CONTD</b>									
15-03 Heating Fuel	1,100.00	0.00	1,100.00	671.94	1,100.00	0.00	0.00	0.00	.00%
Share of heating fuel costs of the building. Shared with the Police Department.									
Services	775.00	348.00	775.00	232.00	775.00	0.00	-	0.00	
20-06 Expert/Professional SonicWall \$475; Microsoft 365/email \$300									
Supplies/Equipment	1,000.00	1,045.83	1,000.00	175.99	2,000.00	1,000.00	1,000.00	1,000.00	100.00%
30-01 Office Supplies									
Miscellaneous office supplies. Increased for computer replacement.	1,500.00	1,056.21	1,500.00	432.64	1,500.00	0.00	0.00	0.00	
30-02 Operating Supplies Syringes, dressings, medical kits, alcohol, tape, etc.									
Postage.	75.00	0.00	75.00	0.00	75.00	0.00	0.00	0.00	.00%
30-05 Photocopier Photocopier maintenance.									
Postage.	400.00	357.53	468.00	279.76	468.00	0.00	0.00	0.00	.00%
Repairs/Maintenance									
35-01 Buildings Weekly cleaning, twice a year professional floor stripping, window washing, and cleaning supplies.									
Miscellaneous	800.00	1,426.49	800.00	0.00	800.00	0.00	0.00	0.00	.00%
50-11 Unacceptable Waste Medical waste disposal with Maine Bio Specialist (3 pickups per year).									
	800.00	525.00	800.00	0.00	800.00	0.00	0.00	0.00	.00%

Dept/Div:	Category	Expense			Man Req vs"			Man Req vs"		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud	Curr Bud	Change \$	Change %
29-02 Health & Welfare / Health										
50-85 Water Quality	Funding for water testing staff, additional testing when necessary, trainings, and outreach.	500.00	1,736.00	500.00	408.39	500.00	0.00	0.00	.00%	
Health		180,375.00	175,246.61	187,811.00	111,263.13	160,725.00	-27,086.00	-27,086.00	-14,42%	

## **Public Health FY 21 Budget**



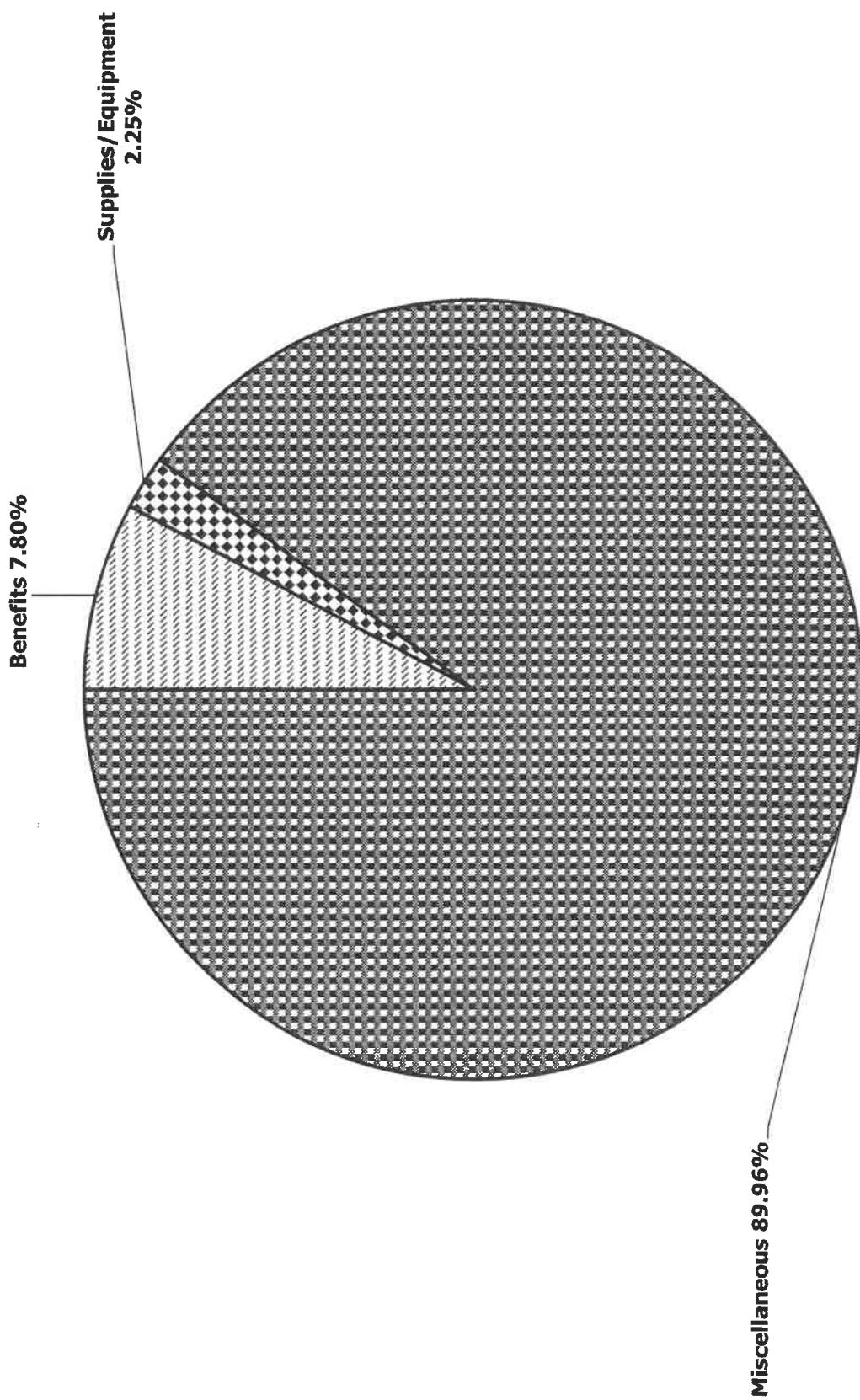
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## Budget Request

02/25/2020

	Expense					
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$
<b>Dept/Div: 29-03 Health &amp; Welfare / Welfare</b>						
Benefits						.00%
12-08 Training & Education	260.00	150.00	260.00	120.00	260.00	0.00
MMA and DHS training for welfare administrators.						
Supplies/Equipment						.00%
30-01 Office Supplies	75.00	0.00	75.00	86.53	75.00	0.00
Special forms not found at MMA.						
Miscellaneous						.00%
50-12 Welfare	3,000.00	839.64	3,000.00	0.00	3,000.00	0.00
Expense of food, shelter, and other basic needs for those who face emergency financial needs or who meet income eligibility requirements. These expenses are reimbursed by the State at 50% of actual expenditures - see revenues.						
Welfare	3,335.00	989.64	3,335.00	206.53	3,335.00	0.00
						.00%

## **Welfare FY 21 Budget**



## Budget Request

### Expense

Dept/Div:	29-04 Health & Welfare / Social Services	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
Social Services	55-01 YC Community Action	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	.00%
	This agency provides an outreach worker to the Town to advise residents of various state and federal assistance programs, manages enrollment in the Fuel Assistance (HEAP) program, and advises the Town staff about difficult local problems related to General Assistance. Last year, 78 residents were served.							
	55-02 Day One Adolescent substance abuse treatment and prevention services. Last year, 4 residents were served.	750.00	750.00	750.00	750.00	750.00	0.00	.00%
	55-03 Caring Unlimited A domestic violence center. Last year, 12 residents were served.	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	.00%
	55-04 ME Behavioral Healthcare This agency is a comprehensive mental health center. Last year, 131 residents were served, totaling 3,303 hours of outpatient services.	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00	.00%
	55-05 Kids Free to Grow This agency addresses the problems of child abuse and neglect. It provides programs to the Consolidated, middle and high schools, and served 175 residents.	750.00	750.00	750.00	750.00	750.00	0.00	.00%

**Budget Request**

02/25/2020

		Expense						Man Req vs"			Man Req vs		
		2019	2019	2020	2020	2021	Manager	Curr Bud	Curr Bud	Curr Bud	Change \$	Change %	
Dept/Div:	29-04 Health & Welfare / Social Services CONT'D	Budget	Actual	Budget	YTD								
55-07 So ME Agency on Aging	2,000.00	2,000.00		2,000.00		2,000.00		0.00	0.00	0.00		.00%	
This agency assists senior citizens with Meals on Wheels, insurance and benefit counseling, and caregiver support to name a few. Last year, 87 unduplicated residents were served.													
55-10 American Red Cross	500.00	500.00		500.00		500.00		0.00	0.00	0.00		.00%	
This agency provides critical disaster relief services.													
55-11 YC Shelters	4,400.00	4,400.00		4,400.00		5,000.00		600.00	600.00	600.00		13.64%	
This agency provides shelter and food for the homeless. Last year 7, residents were served.													
55-13 Sexual Assault Response Service	1,000.00	1,000.00		1,000.00		1,000.00		0.00	0.00	0.00		.00%	
This agency provides services to survivors of sexual assault. It is unknown how many Kennebunkport residents were served due to confidentiality.													
55-14 Church Community Outreach Serv	3,000.00	3,000.00		3,000.00		3,000.00		0.00	0.00	0.00		.00%	
This agency has served residents approximately 1,375 times with core pantry and produce pantry operations.													
55-16 Lifeflight	0.00	0.00		0.00		0.00		868.00	868.00	868.00		100.00%	
This agency provides life saving air transportation. They served 3 Kennebunkport residents this past year.													

**Budget Request**

**Expense**

	Expense			Man Req vs "S"			Man Req vs Curr Bud Change %		
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud Change \$	Curr Bud	Change \$	Change %
Dept/Div: 29-04 Health & Welfare / Social Services CONTD									
55-20 MainetHealth Care at Home	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	.00%
This agency provides home health nursing, physical, occupational, and speech therapies. They served 128 residents including visits and tests.									
Social Services	22,400.00	22,400.00	22,400.00	22,400.00	23,868.00	1,468.00	1,468.00	6,55%	

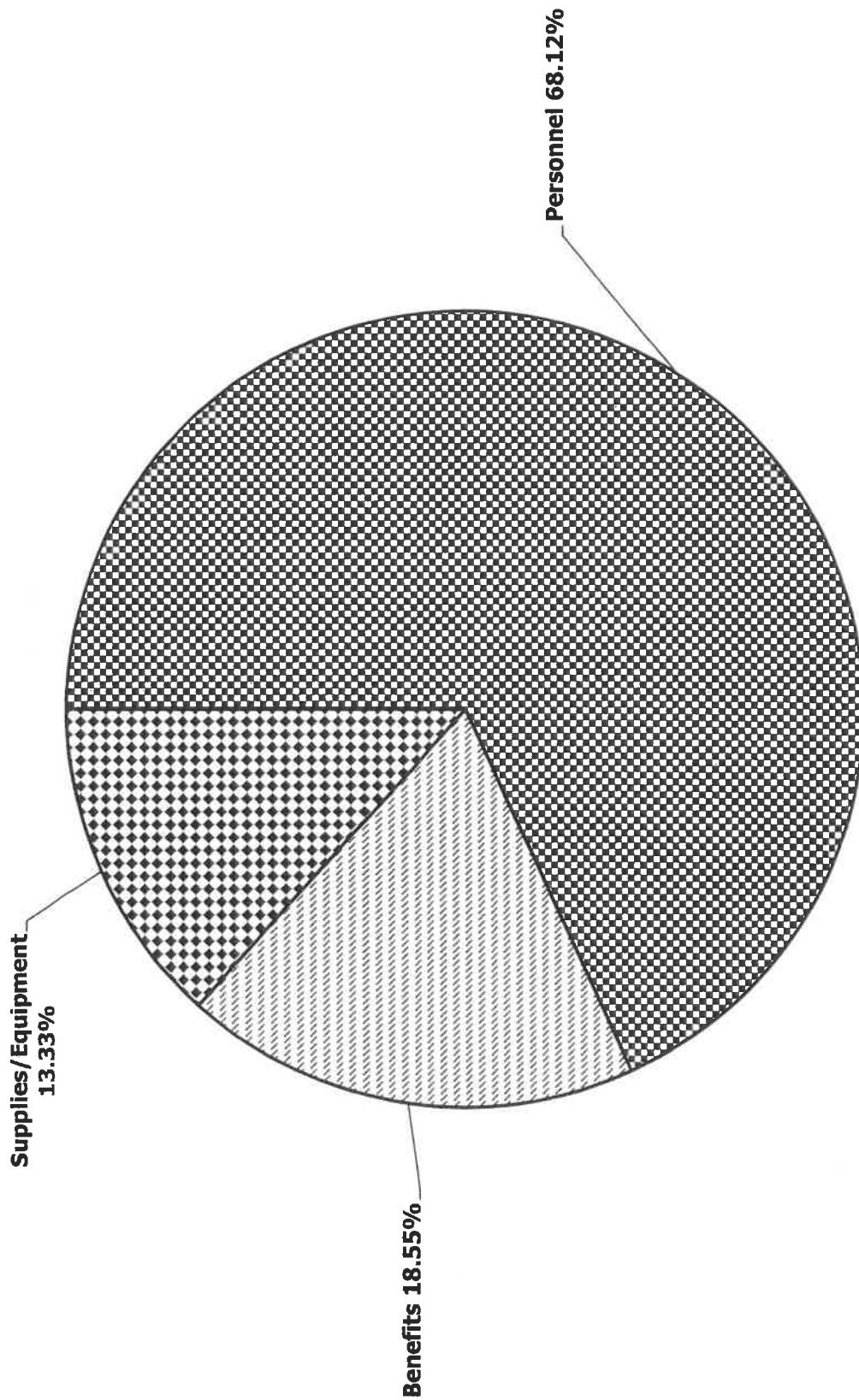
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## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud	Man Req vs Curr Bud
<b>Dept/Div: 29-07 Health &amp; Welfare / Shellfish Conservation</b>							
Personnel							
10-01 Salaries & Wages	2,271.00	2,409.18	2,481.00	1,240.73	2,556.00	75.00	3.02%
	Salary and wages for staff. Increase due to scheduled steps/longevity and a contractual 3% increase.						
Benefits							
12-01 FICA	174.00	184.30	190.00	94.92	196.00	6.00	3.16%
	Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.						
12-07 Travel & Meetings							
	Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel.						
Supplies/Equipment							
30-02 Operating Supplies	1,000.00	0.00	500.00	152.00	500.00	0.00	.00%
Seedlings.							
Shellfish Conservation	3,945.00	2,593.48	3,671.00	1,487.65	3,752.00	81.00	2.21%

## **Shellfish Conservation FY 21 Budget**



## Budget Request

02/25/2020

	Expense					Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager		
<b>Dept/Div: 29-10 Health &amp; Welfare / Public Restrooms</b>							
Miscellaneous							
50-21 Dock Square Restrooms	30,000.00	27,855.24	30,000.00	17,688.76	30,000.00	0.00	.00%
Cleaning service, electricity, water, paper products, heat, maintenance, and all other expenses related to the upkeep of the restrooms.	2,500.00	2,912.51	2,500.00	3,013.93	4,000.00	1,500.00	60.00%
50-68 Public Facility Upgrade							
Rental of port-a-potties. Increased to reflect current seasonal contracts for public facility sites.	32,500.00	30,767.75	32,500.00	20,702.69	34,000.00	1,500.00	4.62%
Public Restrooms							

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## Budget Request

02/25/2020

### Expense

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 31-01 Public Works / Highway Dept</b>								
Personnel								
10-01 Salaries & Wages	FY 19 actual includes a carryforward of \$20,000. Salary and wages for staff. Increase due to scheduled steps/longevity and a contractual 3% increase.	349,716.00	382,155.65	440,850.00	271,723.26	453,201.00	12,351.00	2.80%
10-10 Overtime	Overtime wages paid to full-time employees for any hours worked after 40 hours/week. Increase due to scheduled steps/longevity and a contractual 3% increase.	30,000.00	42,735.01	42,500.00	30,286.16	43,775.00	1,275.00	3.00%
10-20 Part-Time	Salary for a part-time public space maintenance position: 15 weeks @ 32 hrs per week @ \$18.00 per hour. Decrease to reflect adjustment to fewer hours.	11,866.00	7,989.33	11,520.00	3,417.00	8,640.00	-2,880.00	-25.00%
Benefits								
12-01 FICA	Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.	32,359.00	31,222.90	39,736.00	23,157.88	40,398.00	662.00	1.67%
12-02 MSRS	Employer's contribution to Maine State Retirement. Increase due to scheduled steps/longevity and a contractual 3% increase.	33,472.00	33,450.47	39,647.00	22,806.56	41,057.00	1,410.00	3.56%

## Budget Request



### Budget Request

02/25/2020

#### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public Works / Highway Dept CONTD							
20-14 Rentals	7,600.00	2,838.20	7,600.00	2,420.00	7,600.00	0.00	.00%
McCabe property lease for snow storage (\$2,000), rental of tree trimming equipment (\$2,800), catch basin rental for cleanout (\$2,800).							
20-15 Street Marking	7,500.00	1,229.65	7,500.00	7,550.28	8,000.00	500.00	6.67%
Centerline and fog/edge line painting by contractor for a cost of \$4,800. Handwork such as parking stalls and crosswalks will be done by the Town crew - \$2,700 for materials.							
Crosswalks are painted twice each year. Includes replacement parts for sprayer - \$500. Increase due to bid price increase.	200.00	0.00	200.00	300.00	300.00	100.00	50.00%
20-25 Alarms							
Fire alarms. Increase due to service fee increase.							
Supplies/Equipment							
30-01 Office Supplies	400.00	4,728.85	400.00	162.69	400.00	0.00	.00%
Miscellaneous office supplies.							
30-02 Operating Supplies	6,000.00	6,226.66	5,000.00	4,731.01	5,000.00	0.00	.00%
Flagging, stakes, maps, film, photocopier paper, Occupational Safety and Health Administration testing, miscellaneous shop and field supplies, first aid supplies, and drinking water.							

## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 31-01 Public Works / Highway Dept CONTD</b>							
30-03 Equipment	3,000.00	1,619.34	6,100.00	872.54	4,100.00	-2,000.00	-32.79%
Small equipment purchases, steel, etc. Decrease to reflect projected actual expense.							
30-05 Photocopier	325.00	329.48	380.00	198.31	380.00	0.00	.00%
Photocopier lease and maintenance.							
30-10 Culverts	4,000.00	349.45	4,000.00	0.00	3,000.00	-1,000.00	-25.00%
Material cost for repair of existing culverts and drains. Decreased to reflect projected actual expenses.							
30-12 Gravel	4,000.00	2,065.06	4,000.00	1,197.38	3,000.00	-1,000.00	-25.00%
Gravel for resurfacing unpaved roads, shoulder projects, trench work, and other miscellaneous projects. Decreased to reflect actual projected expenses.							
30-13 Salt	75,000.00	68,025.65	75,000.00	50,416.51	70,000.00	-5,000.00	-6.67%
Estimated 1,200+ tons averaging \$60-\$75/ton - used for deicing during winter storms. Decreased to reflect actual projected expenses.							
30-14 Sand	4,000.00	1,293.28	2,184.00	0.00	2,184.00	0.00	.00%
520 yds of sand picked up by PWD @ \$4.20 per yd.							
30-15 Liquid Road Treatment	15,000.00	11,616.75	12,000.00	5,800.95	12,000.00	0.00	.00%
Winter application for deicing and summer application for unpaved road dust control. Use of liquid deicing in winter allows us to use less salt during periods of very cold temperatures.							

## Budget Request

02/25/2020

	Expense			Man Req vs"			Man Req vs"		
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud Change \$	Curr Bud Change %	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 31-01 Public Works / Highway Dept CONT'D									
30-16 Patch	4,800.00	1,410.36	4,800.00	1,074.96	4,800.00	0.00	0.00%		
Material to repair potholes and trenches, and crack seal.									
30-17 Signs	6,000.00	8,510.71	6,000.00	4,933.90	6,000.00	0.00	0.00%		
Installation of new or damaged traffic control signs (stop, no parking, etc.) at \$3,000; and to improve parking signs at \$3,000. The Town continues to receive numerous requests for signs.									
30-19 Tools	0.00	0.00	3,000.00	97.32	2,000.00	-1,000.00	-33.33%		
This account is used to purchase tools to be owned by the Town. Decreased to reflect actual projected expenses.									
30-24 Gas	10,000.00	12,258.66	13,500.00	3,071.56	9,450.00	-4,050.00	-30.00%		
Gasoline for trucks and equipment (estimated 4,200 gallons annual consumption at \$2.25/gallon). Decreased to reflect projected actual.									
30-25 Diesel	29,000.00	22,757.13	27,550.00	13,248.84	27,825.00	275.00	1.00%		
Diesel fuel for trucks and equipment (estimated 10,500 gallon annual consumption at \$2.65/gallon). Increased to reflect projected actual.									
30-31 Safety Equipment	1,000.00	946.16	1,000.00	323.95	1,000.00	0.00	.00%		
Goggles, gloves, safety vests, respirators for maintenance painting, chainsaw safety gear, and other safety equipment.									

## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
<b>Dept/Div:</b> 31-01 Public Works / Highway Dept CONTD							
30-40 Parks & Open Space Supplies	5,000.00	6,146.43	6,000.00	2,114.89	6,000.00	0.00	.00%
FY 19 actual includes a carryforward of \$3,530. For parks and open space maintenance and supplies.							
Repairs/Maintenance	3,300.00	4,366.17	3,300.00	438.80	3,300.00	0.00	.00%
35-01 Buildings							
Routine maintenance, crane inspection, auto lift inspection, fuel island, and fire extinguisher inspections.							

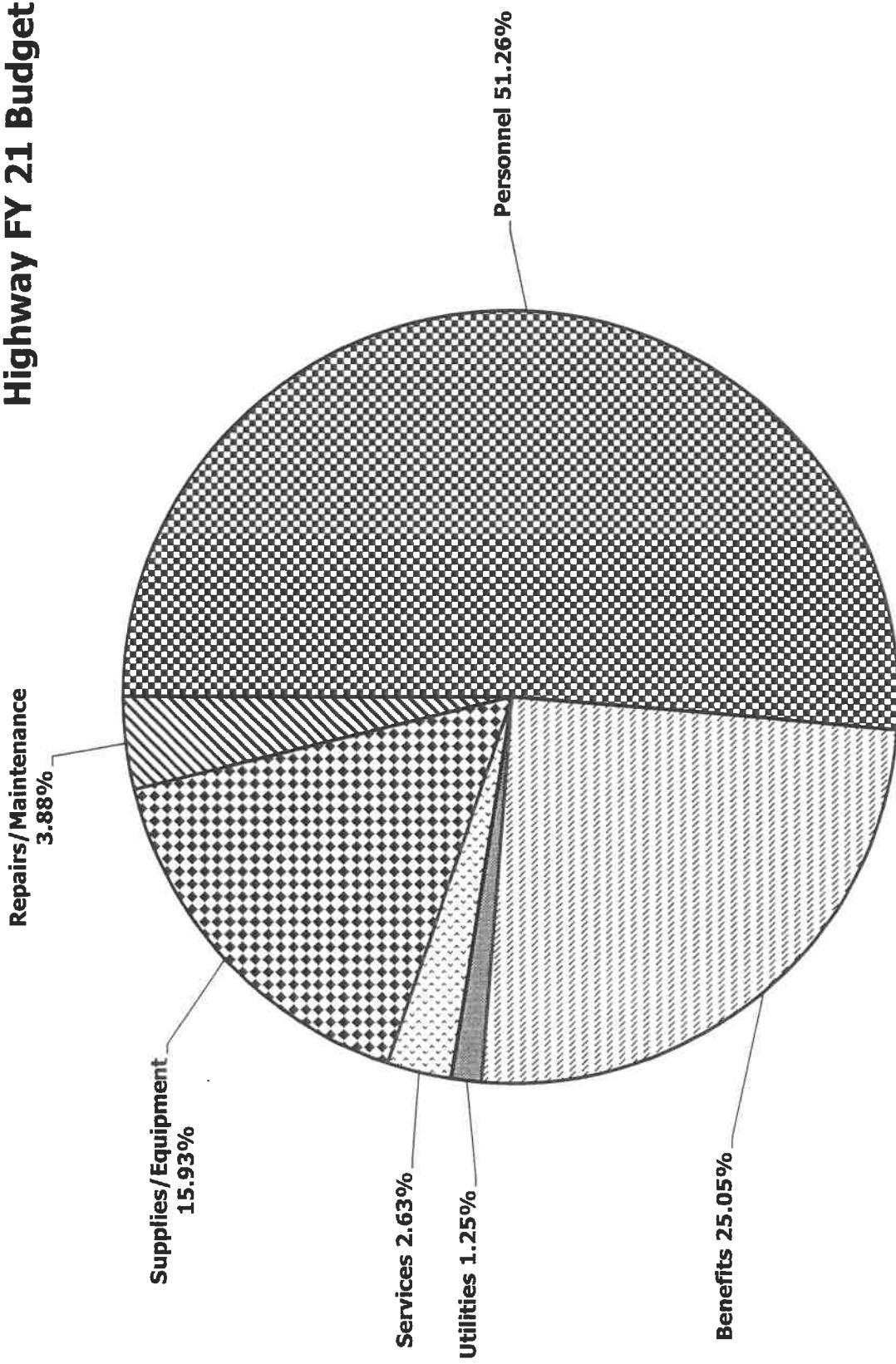
## Budget Request

02/25/2020

### Expense

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public Works / Highway Dept CONT'D							
35-03 Vehicles & Equipment	35,000.00	59,015.51	35,000.00	38,885.14	35,000.00	0.00	.00%
Parts and supplies for the department's vehicles. The following vehicles and equipment are included in this account: truck 1 (2020 Ford F350 4x4), truck 2 (2016 International), truck 3 (2012 International), truck 4 (2015 International), truck 5 (2011 International), truck 6 (2009 Ford F-350), truck 7 (2004 International Wheeler), truck 8 (2003 International), truck 9 (2017 Ford F350 4x4), truck 10 (2006 Ford F-350 4x4), truck 11 (2003 Ford F250 4x4), loader (2013 John Deere), Trackless (2007 MT5; 2018 MTT), backhoe (2018 Case 580SM), sweeper (2016 Tymco 435), mowing tractor (2005 John Deere F687), paint sprayer (2018 Graco), snowplows (various ages and makes), pavement saw (2001 Stihl TG400), equipment trailer (1969 Tagalong), air compressor (1987 Smith 100CFM), utility trailer (2002 Big Tex), generator (2005 Cat 45kw), Vermeer (1997 Brush Chipper), compactor (2010 Webber MT CR5HD), various miscellaneous equipment.							
Miscellaneous	0.00	1,313.13	0.00	593,755.29	0.00	0.00	.00%
50-72 Monitoring	846,357.00	871,290.41	976,267.00	986,432.00	10,165.00	10,165.00	1.04%
Highway Dept							

## **Highway FY 21 Budget**



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## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
Dept/Div: 31-02 Public Works / Mechanic - See Highway 2020							
Personnel							
10-01 Salaries & Wages	62,670.00	61,082.94	0.00	0.00	0.00	0.00	.00%
10-10 Overtime	2,500.00	1,931.67	0.00	0.00	0.00	0.00	.00%
Benefits							
12-01 FICA	5,085.00	5,202.08	0.00	0.00	0.00	0.00	.00%
12-02 MSRS	6,517.00	6,301.45	0.00	0.00	0.00	0.00	.00%
12-03 ICMA	1,303.00	1,260.13	0.00	0.00	0.00	0.00	.00%
12-05 Health	5,891.00	5,804.54	0.00	0.00	0.00	0.00	.00%
12-12 Uniforms	1,480.00	957.15	0.00	0.00	0.00	0.00	.00%
Utilities							
15-01 Electricity	4,900.00	5,764.27	0.00	0.00	0.00	0.00	.00%
15-03 Heating Fuel	2,815.00	2,413.22	0.00	0.00	0.00	0.00	.00%
Services							
20-06 Expert/Professional	150.00	0.00	0.00	0.00	0.00	0.00	.00%
Supplies/Equipment							
30-03 Equipment	3,100.00	1,067.36	0.00	0.00	0.00	0.00	.00%
30-19 Tools	3,000.00	172.47	0.00	0.00	0.00	0.00	.00%
	Mechanic - See Highway 2020	99,411.00	91,957.28	0.00	0.00	0.00	.00%

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## Budget Request

02/25/2020

Dept/Div:	31-03 Public Works / Utilities-Hydrants	Expense				Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	
Utilities							
15-07 Fire Hydrants	129,840.00	120,569.91	137,790.00	76,902.90	146,000.00	8,210.00	5.96%
KKWWWD charges for 121 hydrants.							
Increase of 6% in water rates.							
15-08 Street Lights	52,670.00	55,276.83	55,000.00	47,178.52	0.00	-55,000.00	-100.00%
Reclassified to account 31-05.							
Utilities-Hydrants	182,510.00	175,846.74	192,790.00	124,081.42	146,000.00	-46,790.00	-24.27%

**Trustees:**  
Robert A. Emmons, President  
James E. Burrows, Vice President  
Frederick A. Lynk  
Thomas P. Oliver

Stephen P. Cox, Superintendent  
Scott J. Minor, Assistant Superintendent  
Wayne A. Brockway, Treasurer

# Kennebunk, Kennebunkport and Wells Water District

P.O. Box 88, 92 Main Street  
Kennebunk, Maine 04043

Phone 207-985-3005  
Fax 207-985-3102  
[www.kkw.org](http://www.kkw.org)

January 30, 2020

To our Customers,

This notice is to inform you that the Water District is filing revised rate schedules with the Maine Public Utilities Commission in compliance with Title 35-A, MRSA Section 6104, to be effective April 1, 2020.

An informational public hearing will be held on Thursday, February 13th, 2020 at 6:30 pm at the Brick Store Museum Program Center at 4 Dane Street, Kennebunk, ME. The purpose of the hearing is to present the proposed new rates and to respond to your questions.

This rate change is necessary to increase revenues from metered sales of water and fire protection charges by 6.0%. The following table summarizes the proposed rate revisions by customer classes, which are shown on an "across the board" basis.

	<u>Existing Revenues</u>	<u>% Change</u>	<u>Proposed Revenues</u>
Annual-Residential & Commercial	\$4,516,296	6.0	\$4,787,274
Annual-Industrial	88,139	6.0	93,427
Seasonal-Residential & Commercial	<u>1,303,089</u>	<u>6.0</u>	<u>1,381,275</u>
TOTAL METERED SALES	\$5,907,524	6.0	\$6,261,976
Private Fire Protection	\$196,565	6.0	\$206,869
Public Fire Protection	\$770,537	6.0	\$816,863

You may review data relating to the present and proposed rates at the District Office before the hearing. You have the right to an open and fair hearing and the right to further hearings before the Commission. The Public Advocate is available for assistance to you in this matter upon request. The Public Utilities Commission may be contacted at 287-3831, State House Station 18, Augusta, ME 04333 or the Public Advocate at 287-2445, State House Station 112, Augusta, ME 04333.

If within 30 days of the public hearing, 15% of the customers of the District file petitions with the Treasurer of the District and the Commission demanding a review of the rate changes by the Commission, the rate change may be suspended, investigated, reviewed or changed in accordance with Title 35-A MRSA, Section 310. Signatures on the petition are invalid unless accompanied by the printed names and addresses of the signers. Upon request, the District will provide customers with the appropriate petition forms.

Sincerely,

Stephen P. Cox  
Superintendent

Water is the basis of all life. Water is the basis of all life. Water is the basis of all life.

## Budget Request

02/25/2020

### Expense

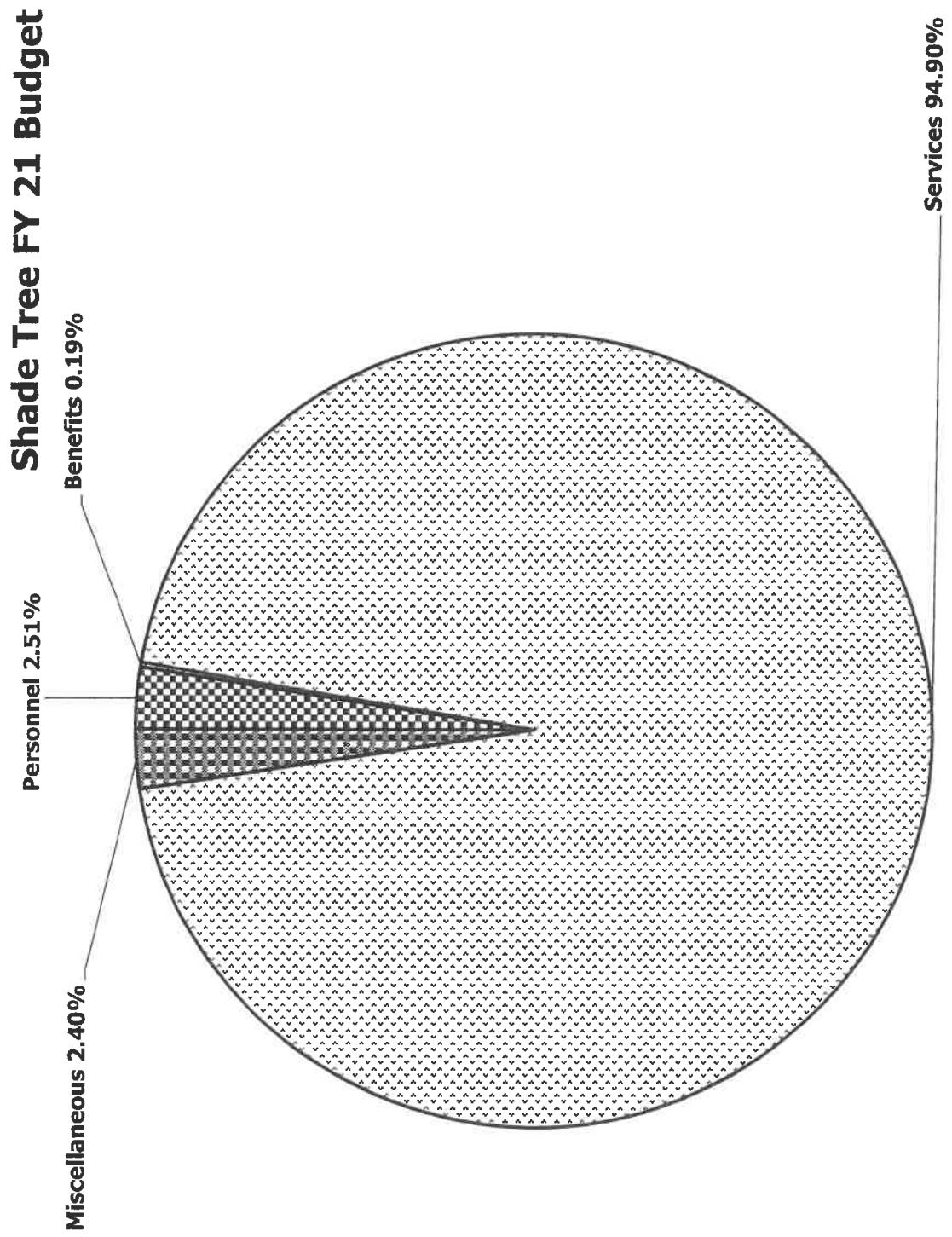
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-04 Public Works / Shade Tree							
Personnel							
10-11 Shade Tree Warden	530.00	562.38	579.00	289.63	1,045.00	466.00	80.48%
Salary and wages for staff includes an intern shared with solid waste and wastewater. Increase due to scheduled steps/longevity and a contractual 3% increase.							
Benefits							
12-01 FICA	41.00	43.02	44.00	22.16	80.00	36.00	81.82%
Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.							
Services							
20-06 Expert/Professional Arborist's consulting services; additional services on hazardous tree issues; email. Increased to reflect projected actual.	2,000.00	2,918.00	2,000.00	75.06	2,075.00	75.00	3.75%
20-16 Planting Costs associated with new or replacement trees.	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	.00%
20-17 Tree Treatment Elm and ash maintenance program including injection materials, injection labor, trimming, and removals.	21,000.00	18,444.00	21,000.00	0.00	21,000.00	0.00	.00%
20-18 Cutting & Pruning Safety removal program.	10,000.00	19,115.00	10,000.00	4,850.00	10,000.00	0.00	.00%

### Budget Request

02/25/2020

#### Expense

		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-04 Public Works / Shade Tree CONT'D								
20-37 Fertilizing	Fertilization for mature trees that may have the potential to decline, as well as young trees just getting started. The injections will improve the health and longevity of the trees. The fertilization program will also include the use of biological stimulants that will replace fungi and bacteria normally found on the forest floor but not in developed areas. Often, trees in developed areas are under stress without the natural nutrients of a natural forested area.	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	.00%
Supplies/Equipment								
30-01 Office Supplies		0.00	477.57	0.00	0.00	0.00	0.00	.00%
Miscellaneous		2,000.00	1,845.62	2,000.00	307.44	1,000.00	-1,000.00	-50.00%
50-01 Miscellaneous	Recording fees, wireless charges, and other uncategorized items. Decrease due to fewer recorded easement.							
Shade Tree		42,071.00	43,405.59	42,123.00	5,544.29	41,700.00	-423.00	-1.00%



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## Budget Request

02/25/2020

Dept/Div:	Public Works / Street Lights	Expense			Man Req vs"			Man Req vs"		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud	Curr Bud	Change \$	Change %
Utilities										
15-01 Electricity	There are 280 active lights throughout town. Reclassified from 31-03 15-08 with more detail. Contracted cost for energy supply and delivery service cost based on PUC rate for energy distribution.	0.00	0.00	0.00	0.00	24,000.00	24,000.00	24,000.00	0.00	100.00%
Services										
20-06 Expert/Professional	There are 280 active lights throughout town. Reclassified from 31-03 15-08 with more detail. Contract maintenance for town-owned street lights.	0.00	0.00	0.00	0.00	8,000.00	8,000.00	8,000.00	0.00	100.00%
20-14 Rentals	There are 280 active lights throughout town. Reclassified from 31-03 15-08 with more detail. One time Town payment for 1 month of rental street light service in July of 2020.	0.00	0.00	0.00	0.00	3,500.00	3,500.00	3,500.00	0.00	100.00%
Street Lights										
		0.00	0.00	0.00	0.00	35,500.00	35,500.00	35,500.00	0.00	100.00%

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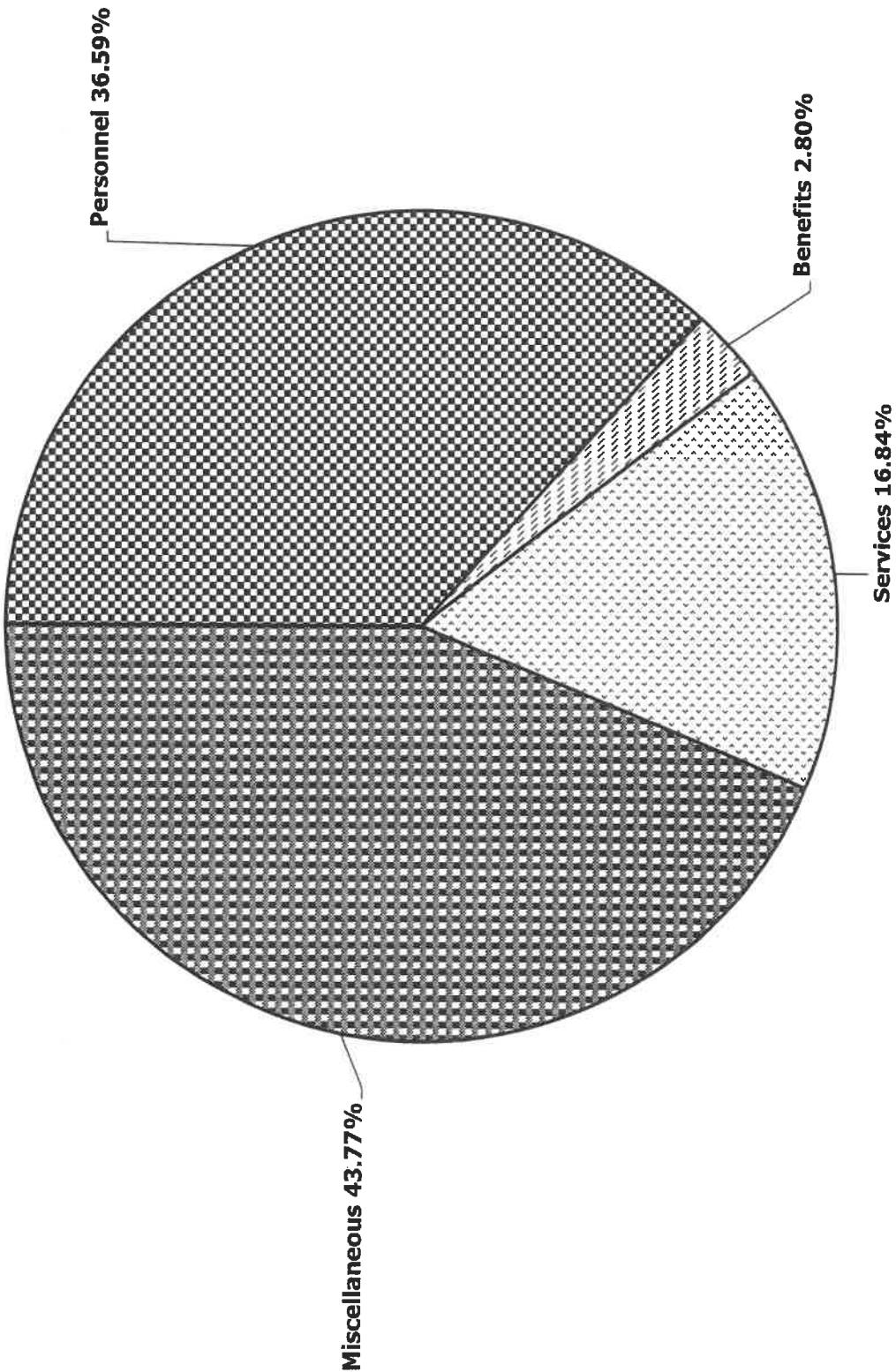
## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
<b>Dept/Div: 31-06 Public Works / Cemetery</b>							
Personnel							
10-01 Salaries & Wages	9,098.00	3,945.28	5,121.00	2,423.33	5,433.00	312.00	6.09%
Salary and wages for staff. Increase due to scheduled steps/longevity and a contractual 3% increase.							
Benefits	696.00	332.42	392.00	185.32	416.00	24.00	6.12%
12-01 FICA							
Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.							
Services							
20-18 Cutting & Pruning	2,500.00	2,600.00	2,500.00	0.00	2,500.00	0.00	.00%
Tree and brush cutting - pruning and removal.							
Miscellaneous							
50-01 Miscellaneous	2,400.00	2,275.00	2,400.00	0.00	2,400.00	0.00	.00%
Replacement and repairs of headstones, fences, etc.							
50-31 Arundel Cemetery	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	0.00	.00%
Maintenance of veterans' graves with no perpetual care.							
Cemetery	18,794.00	13,252.70	14,513.00	6,708.65	14,849.00	336.00	2.32%

## Cemetery FY 21 Budget



## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & Culture / Recreation							
Personnel							
10-01 Salaries & Wages	158,870.00	154,756.43	168,022.00	108,296.57	187,450.00	19,428.00	11.56%
Salary and wages for staff. Increase due to scheduled steps/longevity and a contractual 3% increase along with market rate adjustments.							
10-10 Overtime	0.00	0.00	0.00	44.03	1,500.00	1,500.00	100.00%
Overtime wages paid to full-time employees for any hours worked after 40 hours/week. Increased to reflect projected actual.							
Benefits	12,452.00	11,101.15	13,108.00	8,154.00	14,725.00	1,617.00	12.34%
12-01 FICA							
Employer's contribution to FICA (7.65%). Increase due to scheduled steps/longevity and a contractual 3% increase.							
12-02 MSRS	15,887.00	15,261.67	16,802.00	10,834.04	19,084.00	2,282.00	13.58%
Employer's contribution to Maine State Retirement. Increase due to scheduled steps/longevity and a contractual 3% increase.							
12-03 ICMA	3,907.00	3,223.52	3,321.00	2,106.72	3,565.00	244.00	7.35%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase due to scheduled steps/longevity and a contractual 3% increase..							

**Budget Request**

02/25/2020

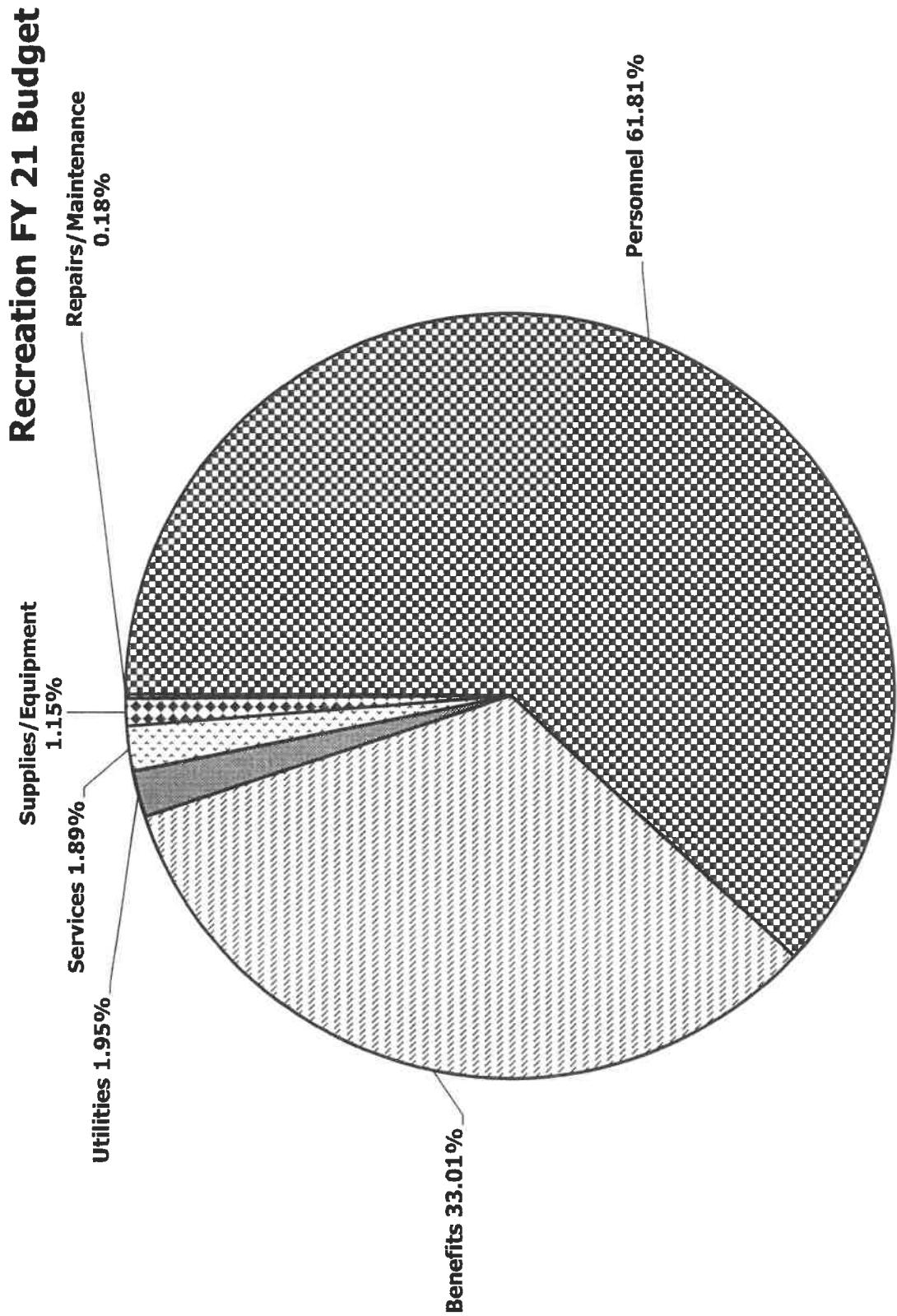
Expense							Man Req vs"	Man Req vs"
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud Change \$	Curr Bud Change %	Curr Bud Change %
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
12-05 Health	54,860.00	52,996.58	57,167.00	32,600.91	61,358.00	4,191.00	7.33%	.00%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2021. Employee contributes 15% of the cost. Increased to reflect projected premiums and participation.								
12-06 Dues & Fees	320.00	420.00	170.00	170.00	170.00	0.00	.00%	.00%
Dues and subscriptions to professional associations; United States Tennis Association \$35, Maine Recreation and Parks Association 3 @ \$45 = \$135.								
12-07 Travel & Meetings	800.00	2,811.86	700.00	446.08	700.00	0.00	.00%	.00%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel.								
12-08 Training & Education	1,600.00	488.97	1,000.00	1,116.95	1,200.00	200.00	20.00%	.00%
Registration, fees, and tuition of conferences, seminars, computer training, and professional association schools for all staff. Increased to reflect additional training requests by full-time staff.								
12-12 Uniforms	100.00	0.00	100.00	16.85	100.00	0.00	.00%	.00%
Personal protective equipment.								
Utilities								

	Expense						Man Req vs Curr Bud Change %
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud Change \$	
<b>Dept/Div:</b> 33-01 Recreation & Culture / Recreation CONT'D							
15-01 Electricity	1,000.00	4,277.83	8,000.00	1,330.32	3,600.00	-4,400.00	-55.00%
Electrical costs, including heating and cooling the new building. Decreased to reflect actual use in new building.							
15-02 Telephone	720.00	1,107.04	720.00	291.75	720.00	0.00	.00%
Office telephone and cell phone for the Department Director.							
15-03 Heating Fuel	716.00	85.78	180.00	84.35	150.00	-30.00	-16.67%
Propane for the kitchen (100 gal @ \$1.50). Decreased to reflect projected actual.							
15-05 Water	512.00	171.82	512.00	206.72	545.00	33.00	6.45%
KWWWD charges for water needs at new recreation building and Parsons Field. Increase of 6% in water rates.							
15-06 Internet	0.00	0.00	960.00	560.00	960.00	0.00	.00%
Internet service at the new building 12 mos @ \$80.							
Services							
20-04 Advertising	0.00	135.00	0.00	0.00	0.00	0.00	.00%
20-06 Expert/Professional	4,025.00	6,009.16	7,495.00	1,465.11	5,775.00	-1,720.00	-22.95%
Antivirus \$75/year; Microsoft 365/email \$450; share of IT services \$1,000; turf maintenance at Parsons Field & Cape Porpoise Park \$3,000, tick control at the parks \$500, and background checks 15 @ \$50 = \$750. Decreased as top dressing was done in FY 20.							
Supplies/Equipment							

## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>Dept/Div: 33-01 Recreation &amp; Culture / Recreation CONT'D</b>							
30-01 Office Supplies	1,350.00	1,692.33	1,350.00	909.24	1,350.00	0.00	.00%
Paper, computer supplies, pens, etc.							
30-02 Operating Supplies	2,000.00	761.48	2,000.00	131.11	2,000.00	0.00	.00%
Lumber/paint, rental equipment, building cleaning supplies and equipment, and miscellaneous program equipment supplies.							
30-04 Postage	75.00	0.00	75.00	0.00	75.00	0.00	.00%
Mailing expenses.							
30-05 Photocopier	0.00	0.00	0.00	83.88	100.00	100.00	100.00%
Photocopier lease and maintenance. Increased to include copier at recreation department.							
30-08 Computers	0.00	0.00	770.00	0.00	0.00	-770.00	-100.00%
Decrease due to replacement of one desktop computer in FY 20.							
Repairs/Maintenance							
35-01 Buildings	0.00	2,179.68	0.00	0.00	0.00	0.00	.00%
35-03 Vehicles & Equipment	550.00	2.78	550.00	12.50	550.00	0.00	.00%
Routine maintenance on lawn mowers, tractors and micro bus.							
Recreation	259,744.00	257,483.08	283,002.00	168,861.13	305,677.00	22,675.00	8.01%



**Special Revenue - Recreation**  
**FY 21 Budget**

	<b>Revenues</b>	
10-33-22	Fees	243,570.00
10-33-05	Concessions	<u>1,000.00</u>
	Total Revenues	<b><u>244,570.00</u></b>
	 <b>Expenses</b>	
43-33 10-06	Summer Salaries	57,004.00
43-33 10-08	After School Salaries	13,650.00
43-33 10-12	Program Events	2,000.00
43-33 12-01	FICA	5,558.00
43-33 30-24	Gas	1,150.00
43-33 30-25	Diesel	557.00
43-33 50-14	Program Events	<u>68,542.00</u>
	Total Expenses	<b><u>148,461.00</u></b>
	 Net Budget	96,109.00
43-33 50-23	Transfer Out to General Fund *	<u>(95,000.00)</u>
	Balance	1,109.00

\*Amount estimated to be 31% of operating budget - to cover overhead and a portion of salaries and benefits for the full time employees.

**Budget Request**

**Expense**

	Expense						Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager			
Dept/Div: 33-02 Recreation & Culture / Graves Library								
Miscellaneous								
50-15 Library	150,000.00	150,000.00	155,000.00	155,000.00	155,000.00	0.00	.00%	
The Town's contribution to the Louis								
T. Graves Memorial Library.	150,000.00	150,000.00	155,000.00	155,000.00	155,000.00	0.00	.00%	
Graves Library								



January 31, 2020

Laurie Smith, Town Manager  
Town of Kennebunkport  
P.O. Box 566  
Kennebunkport, ME 04046

Dear Laurie:

In support of our budget request, we are pleased to report that despite across-the-board operating cost increases, the Library will be able to maintain - and even increase - its high level of services to the community with **no increase** in support from the Town.

This is all possible because the Library operates on a very tight budget, has a vigorous fundraising effort, and makes extensive use of community volunteers. In these busy times, we have been fortunate to sustain our volunteer pool. For 2019, over 5,500 volunteer hours were recorded (up 300 hours from last year). Recently, we put out a request to the community for more volunteer help and, we are happy to report that in just a few short months, we have signed on 15 new residents to help with various tasks.

For the last several years, less than 40 percent of our annual budget has been requested from the Town of Kennebunkport. That being said, the other 60 percent remains in our hands to imagine and execute new fundraising ideas, and "hope" to reach the kindness of people through our Annual Appeal. Our ongoing fundraising efforts include a book sale that is open 42 hours per week, selling books on Amazon.com, a craft fair, garden tour, author events, socials, the Louis Norton and Joyce Butler history books, notecards, bookmarks, coffee mugs, fines, copies, and fax services). Here is the breakdown of our actual 2019 revenue:

Source	Income 2019	Percent of Total Income
Town of Kennebunkport	\$ 152,500	45%
Endowment	\$ 78,000	23%
Annual Fund Drive	\$ 47,000	14%
Special Events (Author, Garden Tour, Kpt. Festival Dinner)	\$ 35,000	10%
Book Sales	\$ 16,000	5%
Other (Copies, Fines, etc.)	\$ 12,500	3%
<b>Total Revenue (2019)</b>	<b>\$ 341,000</b>	

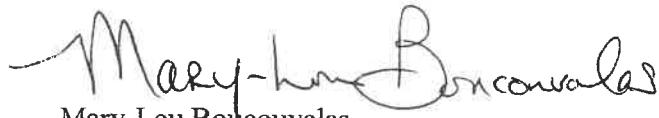
As you are aware, all funds approved by the Town will support ONLY the operating budget of the Library. We continue to evaluate and only request funds for things that make sense (wages and books). As you can see by the budget submitted, we are trying our best to be fiscally prudent. We have kept our request flat—no additional funds being requested from the taxpayers of Kennebunkport.

**A summary of ongoing services and programs we offer is attached.** These are free and open to anyone at all times. Some highlights: Attendance at programs (8,700+) increased as well as the addition new patrons (150+).

The quiet spaces to read, study, or work on a project have remained quite popular for working moms and dads and students of all ages looking to get out of the house. The E-Book download Library and A-Z database system that helps people find jobs, a place to live, and look up businesses has been a draw to seasonal and full-time residents. In the summer months, we assist the thousands of hotel guests, renters, and daytrip visitors with any need—computer use, faxing, scanning, notarizing, boarding passes, Visa documents, reading lists, quality programming, picnic areas, and bathrooms, and a day pass to the Portland Museum of Art.

We truly enjoy being that special place in the village where you can meet friends, family, and fellow classmates to sit by the fire in the winter, enjoy the air conditioning in the summer, and browse for books and other materials all year round. Thanks to you--Laurie, Ed Hutchins, Board of Selectmen/Budget Board, and all residents for the opportunity to continue to enrich the lives of the people of Kennebunkport and beyond.

Very truly yours,



Mary-Lou Boucouvalas  
Library Director

### **Some of the Various Services Offered Weekly/Monthly at Graves Library**

In addition to over book 33,000 volumes, the Library offers movies (educational and recreational), audiobooks, 75 various magazine subscriptions, and 6 daily national and local newspapers.

FREE Programs provided to residents of Kennebunkport (and surrounding towns) are as follows (in no particular order):

- 1 story hour per week (52 weeks per year)
- Computer, Scan, Fax, Photocopy, Wi-Fi, Audio Download, job search, resume, services.
- Special events (Very Fairy Tea Party, Magic, Mad Science, Bell Ringers, etc.)
- Computer Classes and weekly assistance on Fridays.
- Weekly visits to local daycares, assisted living, and preschools.
- A wonderful art collection (Abbott Graves, Joy Biddle, William Fletcher, Louis Norton, Tony King, and John Gable).
- Class visits/field trips with all schools in RSU 21.
- Summer Reading Program and School Vacation Events.
- Adult and Children's Book Discussion Groups.
- Reader's Advisory.
- Clubs—Lego, Robotics, Yoga, Sketching, Dungeons and Dragons, Art.
- Music and Movement for Minis.
- Drop in Craft Days.
- Play and Read with Parents, Grandparents, and Children.
- Movies on Tuesday Afternoons and Thursday Evenings once per month.
- Programs with Public Nurses to Promote Good Health and Wellness.
- Pasco Lecture Series – a monthly program with an artist, a poet, an author, gardener, Or photographer, etc.
- Senior Education Seminars.
- Independent Book Sale that holds 4,000 titles that rotate all the time.
- Notary Public Service.
- Inter-Library Loan and Free Audio and E-Book Downloads.
- Local History Records, Books, Files, and Maps.
- Support of School Curriculum.
- Coffee, batteries, water, food drive, mitten tree, and animal shelter baskets.
- Resume building, Tutoring, and Job Search Assistance.
- Free Tax Help through AARP Program.
- Book Delivery to Shut Ins and those with temporary ailments (broken leg, etc.).
- Catalog and Reference Assistance.
- Directions and Restaurant Advice.
- Computer and Wireless access -8 hours per day.
- Special Events Reader (birthdays, anniversary, wedding).
- Community Room for town committees, rentals, and a variety of public meetings.
- Elevator and Ramps for Handicapped Access.
- Archive Room for Town Research and reference.
- Small Conference Rooms.
- Community Kitchen and Bathrooms.

**Louis T. Graves Memorial Public Library**  
**Town of Kennebunkport-Funding Request Submitted January 2020**

	<b>Fiscal 2019</b> <b>7/1/18 -6/30/19</b>	<b>Fiscal 2020</b> <b>7/1/19-6/30/20</b>	<b>Fiscal 2021</b> <b>7/1/20-6/30/21</b>
<b>Revenues</b>			
Annual Fund Drive	\$ 30,000	\$ 40,000	50,000
Special Event Fund Raising	\$ 30,000	\$ 30,000	35,000
Book Sales	\$ 20,000	\$ 20,000	20,000
Rental Income	\$ 5,000	\$ 3,000	3,000
General Revenues-Fines, Etc.	\$ 10,000	\$ 10,000	10,000
<b>Funds Raised Directly</b>	<b>\$ 95,000</b>	<b>\$ 103,000</b>	<b>\$ 118,000</b>
Endowment Contribution-(Max allowed by By-Law	\$ 76,000	\$ 79,000	79,000
Unfunded Capital Reserve	\$ 29,000	\$ 27,000	12,500
<b>Total Funds Generated by Library</b>	<b>\$ 200,000</b>	<b>\$ 209,000</b>	<b>\$ 209,500</b>
Requested Municipal Funding	\$ 150,000	\$ 155,000	155,000
	42.9%	42.6%	42.5%
<b>Total Revenues</b>	<b>\$ 350,000</b>	<b>\$ 364,000</b>	<b>\$ 364,500</b>
<b>Expenses</b>			
Books/Periodicals/DVDs/Newspapers	\$ 27,000	\$ 28,000	32,000
Fund Drive Expenses	\$ 4,000	\$ 4,000	6,000
Capital Repairs/Building/Equip/Computers	\$ 13,000	\$ 19,000	30,000
Insurance (Prop/D&O/Workers Comp)	\$ 9,000	\$ 9,500	9,500
Wages	\$ 172,000	\$ 175,000	180,000
Payroll Taxes/IRA Expenses	\$ 26,000	\$ 26,000	27,000
Medical Insurance Coverage	\$ 14,000	\$ 17,000	17,000
Library Program Expenses/Assoc. Dues/Etc.	\$ 7,000	\$ 7,000	7,000
Accounting/Prof. Expenses	\$ 9,000	\$ 9,000	10,000
Loan Interest	\$ 7,000	\$ 3,000	-
Postage/Printing	\$ 4,000	\$ 4,500	4,000
Services (Maintenance/Security/Plowing, Etc.)	\$ 28,000	\$ 29,000	20,000
Supplies (Janitorial, Etc.)	\$ 12,000	\$ 13,000	10,000
Utilities (Power/Water/Sewer/Fuel/Telephone)	\$ 18,000	\$ 20,000	12,000
<b>Total Expenses</b>	<b>\$ 350,000</b>	<b>\$ 364,000</b>	<b>\$ 364,500</b>

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Expense

Dept/Div:	33-03 Recreation & Culture / Cape Porpoise Library	Expense			Man Req vs "			Man Req vs"		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud	Change \$	Curr Bud	Change %
Miscellaneous										
50-15 Library	13,950.00	13,950.00	13,950.00	13,950.00	13,950.00	14,550.00	600.00		600.00	4.30%

The Town's contribution to the operating expenses of the Cape Porpoise. Increase in requested funding due to State minimum wage and operating expenses.

Cape Porpoise Library



**Cape Porpoise Library  
173 Main Street  
Cape Porpoise, ME 04014**

December 30, 2019

Laurie Smith, Town Manager  
Kennebunkport, Maine 04046

Dear Laurie:

Please accept the attached funding request for the Cape Porpoise Library 2020/2021 fiscal year. You may note that requested funding for operating expenses is a \$600 increase over the amount requested in prior year but that total budget is increased by \$2,450. These increases are largely driven by the need to increase wages to meet minimum wage increment mandated to become effective January 1, 2020.

We are excited that, following two years of successive 20% increases in patronage, library visits remained level in 2019 with an increase in number of children among those visitors. We improved the service level to the community by opening the library an additional day each week during the summer and by adding a little free library making books available 24/7. Also, our library now offers notary services to the community.

The requested funding will enable us maintain a high level of service. We continue to work toward improving our compliance to State of Maine Library accreditation criteria and absorbing other increases in operating expenses through increased utilization of volunteers and through the generous donations from many of the library patrons.

Thank you for your consideration of this request and for your ongoing support of the Cape Porpoise Library.

Sincerely,  
  
Richard L. Smith, Treasurer

**CAPE PORPOISE LIBRARY**  
**173 MAIN STREET**  
**CAPE PORPOISE, ME 04014**  
**Tel: 207-967-1357**

**BUDGET PROPOSAL FY 2020/2021**

Computer Internet/E-mail\*Wireless Accessibility\*FAX\*Copier\*Handicap Facilities  
Tues., Thurs. 1 – 4 pm Fri., Sat. 9 am – noon

	<b>2019 EXPENSES</b>	<b>2020 PROPOSED BUDGET</b>
ADMINISTRATION	250	250
BUILDING & EQUIPMENT MAINTENANCE	883	1,200
INSURANCE	881	900
LENDING MATERIALS - books, audios, DVDs	3,585	4,000
UTILITIES & HEAT	1,496	1,700
MISC. SUPPLIES	1,062	1,000
MAILINGS	445	500
NEW & REPLACEMENT EQUIPMENT	713	500
WAGES & TAXES	11,065	12,000
<b>TOTAL</b>	<b>20,380</b>	<b>22,050</b>

**FUNDING REQUEST: \$14,550.00**

Please Note: After celebrating 20% increases in patronage in both 2017 and 2018, our patron visits in 2019 have held steady to last years level. Happily we are seeing more children as regular visitors to our library. We slightly exceeded 2019 operating budget as we extended our summer hours of operation to better accommodate customer demand. To better compensate our staff and to comply with State-mandated increase in minimum wages, payroll cost will increase in 2020. As in the past, the Cape Porpoise Library is committed to cover the remainder of operating costs through fundraising and book sales.

Questions may be directed to me at 967-1357 or by e-mail at [smithrl@roadrunner.com](mailto:smithrl@roadrunner.com)

Respectfully submitted,  
  
Richard L. Smith, Treasurer

**Notes regarding 2020 Library Operating expenses:**

In the 2019 expenses, I used actual expenses paid between Jan 1 and Dec 31, 2019. The 2020 budget column is very similar to the 2019 budget proposal submitted to Town of K'port last year. In total, we came in surprisingly close to that budget with the exception of over-run in wages as we decided in mid-year to add to the summer hours when the library is open

In explanation of what is behind the numbers shown in budget request:

Administration	Annual Report to State Tax prep & audit P.O. Box rental Computer software subscription fee
Building Equipment and maintenance*  (*25% share of total expenditures)	Snow removal Furnace service Structural bldg. repairs Fire suppression annual inspections Security monitoring
Insurance	MEMIC Share of AFEA liability insurance
Lending materials	Books, CDs & DVDs
Utilities & Heat	Water Phone Fuel Oil Electric Sprinkler
Misc. Supplies	Toner cartridges Paper goods
Mailings	Printing Stamps Book sale posters Thank you note expenses
New & Replacement Equipment	Upgrade to interior lighting Installation of Free Library kiosk
Wages & Taxes	(includes IRS Form 944)

**Budget Request**

**Expense**

Dept/Div:	Recreation & Culture / Parsons Way	Expense			Man Req vs"		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud Change \$
Services							
20-18 Cutting & Pruning	3,900.00	2,890.00	4,000.00	3,715.00	4,000.00	0.00	.00%
Continue eradication of bittersweet, poison ivy, and phragmites.							
Parsons Way	3,900.00	2,890.00	4,000.00	3,715.00	4,000.00	0.00	.00%

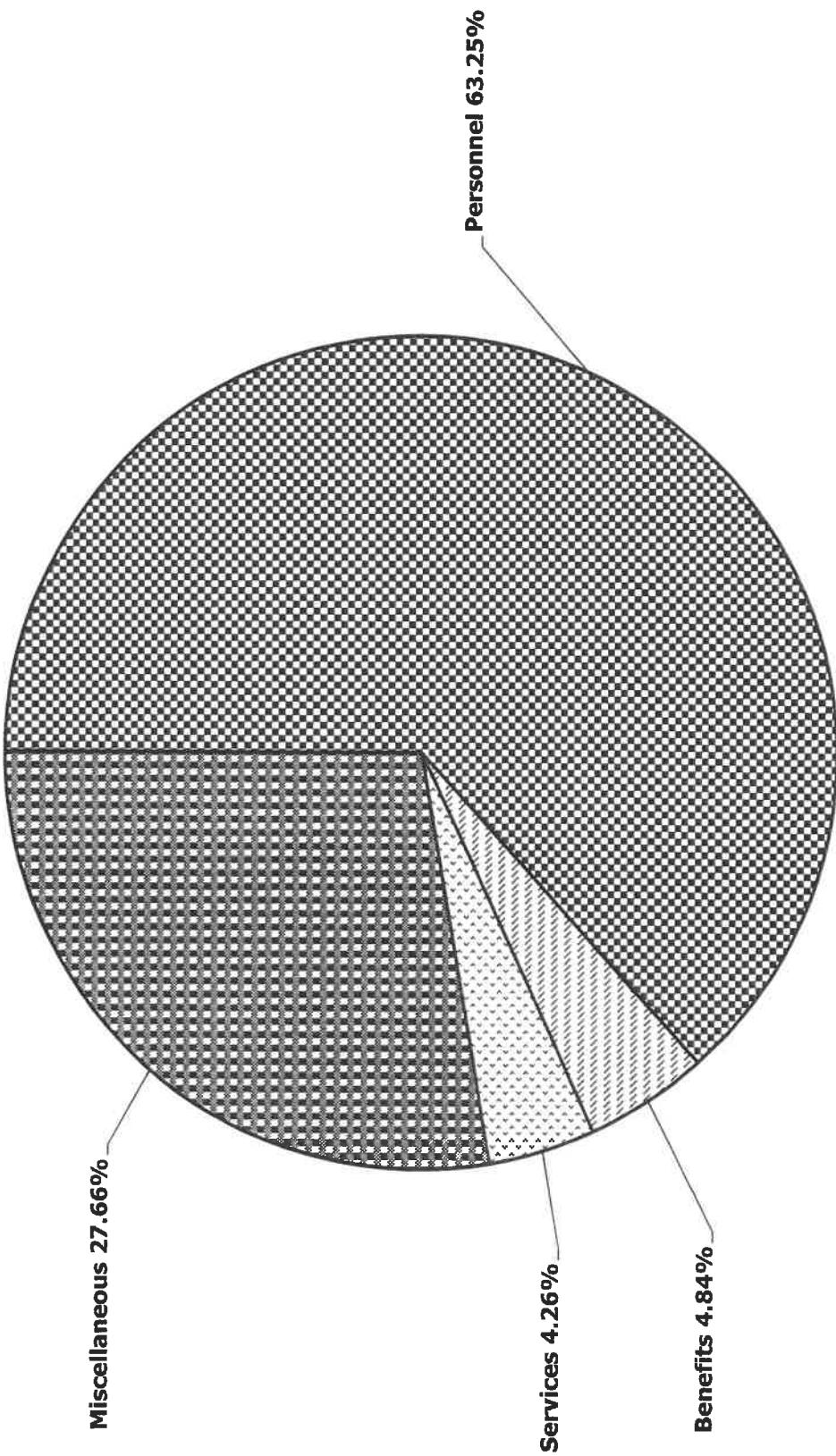
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## Budget Request

### Expense

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-05 Recreation & Culture / GRB Advisory Reserve							
Personnel	29,726.00	23,429.34	29,726.00	19,074.24	29,726.00	0.00	.00%
10-01 Salaries & Wages							
Salaries to fund the Goose Rocks Beach summer beach patrol in accordance with the Beach Use Agreement.							
10-10 Overtime	0.00	851.25	0.00	22.50	0.00	0.00	.00%
Benefits	2,274.00	1,857.49	2,274.00	1,460.96	2,274.00	0.00	.00%
12-01 FICA							
Employer's contribution to FICA (7.65%).							
12-07 Travel & Meetings	0.00	344.50	0.00	0.00	0.00	0.00	.00%
Services							
20-06 Expert/Professional							
Water quality testing funding in partnership with Maine Healthy Beaches. Decrease due to FY 19 & FY 20 included additional water testing funds.	4,000.00	900.00	4,000.00	3,970.00	2,000.00	-2,000.00	-50.00%
Miscellaneous							
50-01 Miscellaneous	0.00	4,361.92	0.00	0.00	10,000.00	10,000.00	100.00%
Increased to balance the Goose Rocks reserve account.							
50-30 GRB Advisory Expenses	8,000.00	2,356.16	8,000.00	4,952.00	3,000.00	-5,000.00	-62.50%
Brochures and signage. Decreased to reflect projected actual expenses.							
GRB Advisory Reserve	44,000.00	34,100.66	44,000.00	29,479.70	47,000.00	3,000.00	6.82%

## **GRB Advisory FY 21 Budget**



**Budget Request**

02/25/2020

	<b>Expense</b>					Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager		
<b>Dept/Div: 36-01 Overlay / Overlay</b>							
Miscellaneous	76,297.00	0.00	77,014.00	0.00	77,014.00	0.00	.00%
50-01 Miscellaneous							
These are projected amounts only - not actual.							
50-03 Abatements	0.00	1,222.91	0.00	0.00	0.00	0.00	.00%
Overlay	76,297.00	1,222.91	77,014.00	0.00	77,014.00	0.00	.00%

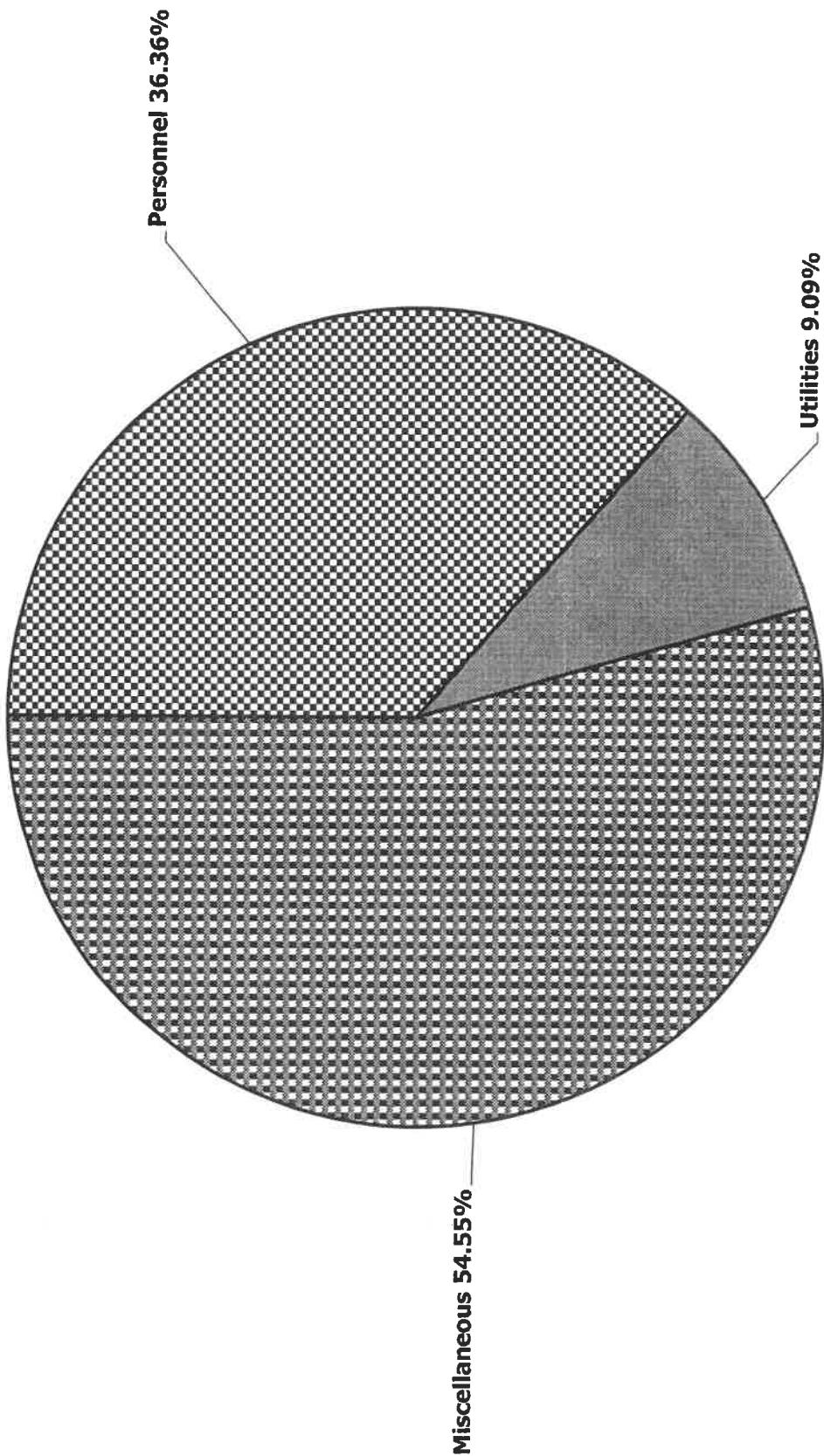
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## Budget Request

02/25/2020

	Expense					
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$
<b>Dept/Div: 37-07 Unclassified / Contingency</b>						
Personnel						
10-01 Salaries & Wages	80,967.00	7,435.00	10,000.00	0.00	10,000.00	0.00 .00%
Projected amounts needed for salary adjustments due to market demands.						
10-19 Accrued Liabilities	20,000.00	37,271.12	20,000.00	0.00	10,000.00	-10,000.00 -50.00%
Accrued liabilities for departing employees. The balance goes to a reserve fund. Decreased to reflect projected needs and reserve funds.						
Benefits						
12-01 FICA	5,929.00	765.00	0.00	0.00	0.00	0.00 .00%
12-02 MSRS	7,908.00	1,000.00	0.00	0.00	0.00	0.00 .00%
12-03 ICMA	2,090.00	800.00	0.00	0.00	0.00	0.00 .00%
12-08 Training & Education	0.00	1,626.00	0.00	0.00	0.00	0.00 .00%
Utilities						
15-04 Fuel	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00 .00%
To accomodate for fluctuations in the volatile petroleum product markets.						
Miscellaneous						
50-01 Miscellaneous	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00 .00%
To cover the cost of unanticipated expenses.						
Contingency	151,894.00	48,897.12	65,000.00	0.00	55,000.00	-10,000.00 -15.38%

## Contingency FY 21 Budget



**Expense**

Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud Change \$	Man Req vs Curr Bud Change %
<b>38-01 Miscellaneous Agencies / Miscellaneous Agencies</b>							
Miscellaneous	1,600.00	1,600.00	1,600.00	0.00	1,600.00	0.00	.00%
50-16 Memorial Day Contribution to the American Legion for the Memorial Day parade.	1,822.00	1,821.87	1,700.00	0.00	2,000.00	300.00	17.65%
50-17 Dock Square Monument Plantings for the Dock Square monument provided and maintained by the Seacoast Garden Club. Increased to cover anticipated expenditures due to winter damage.	3,750.00	3,750.00	3,750.00	3,750.00	4,313.00	563.00	15.01%
50-18 4th of July Kennebunkport's share of the fireworks - split with Kennebunk. Increase due to tariffs on purchases from China.	500.00	500.00	500.00	500.00	500.00	0.00	.00%
50-88 So ME Veteran's Memorial Beautification projects for the veterans cemetery. Currently, 21 veterans and/or spouses from Kennebunkport laid to rest in the cemetery.	868.00	868.00	868.00	868.00	0.00	-868.00	-100.00%
50-89 Lifeflight Lifeflight has been reclassified to Social Services 29-04 beginning FY 21.	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	0.00	.00%
Social Services 55-08 Senior Center Lower Villa This agency provides various programs and services for local senior citizens. Last year, 133 residents were served.	10,790.00	10,789.87	10,668.00	7,368.00	10,663.00	-5.00	-.05%
Miscellaneous Agencies							

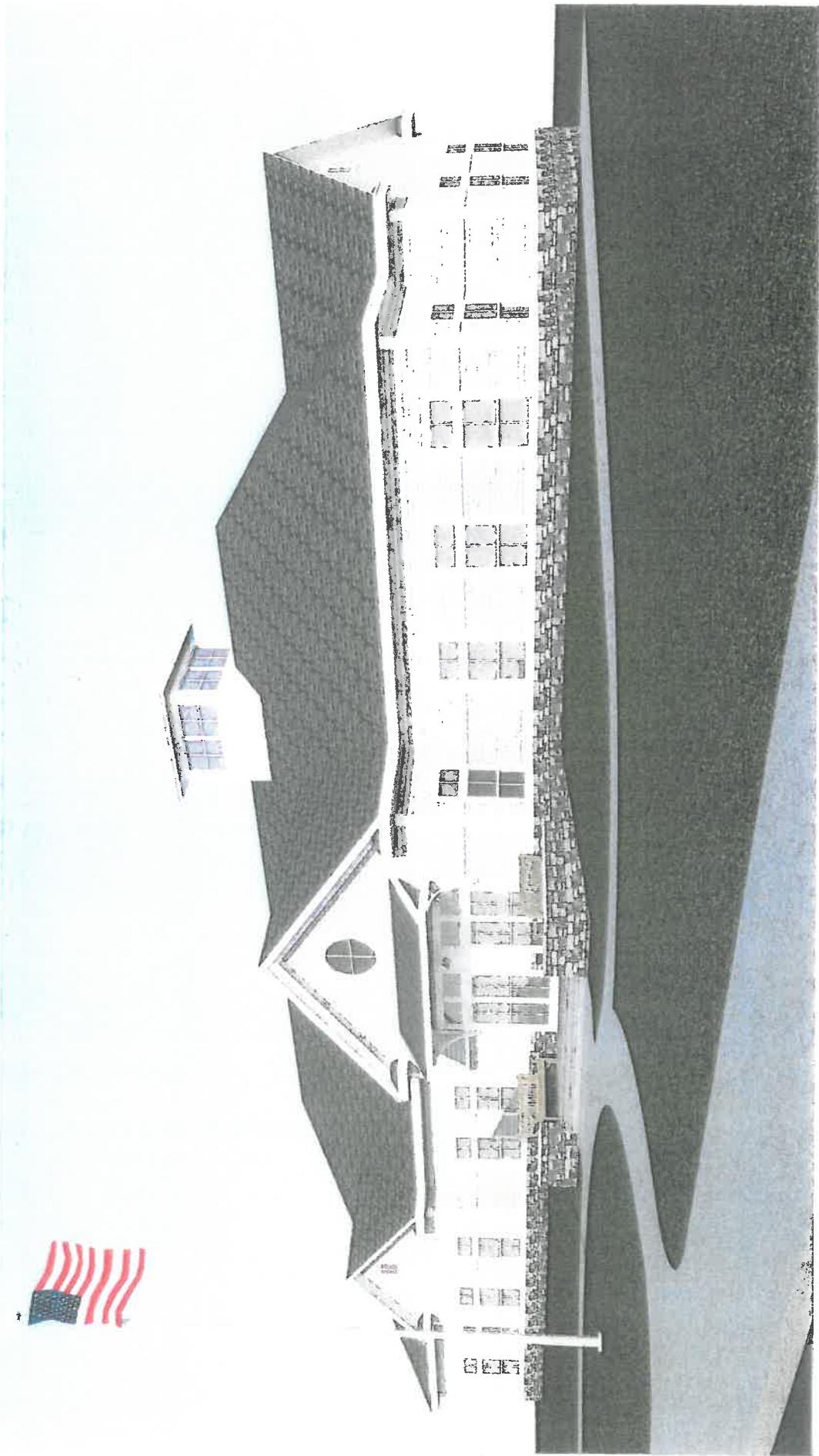
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## Budget Request

02/25/2020

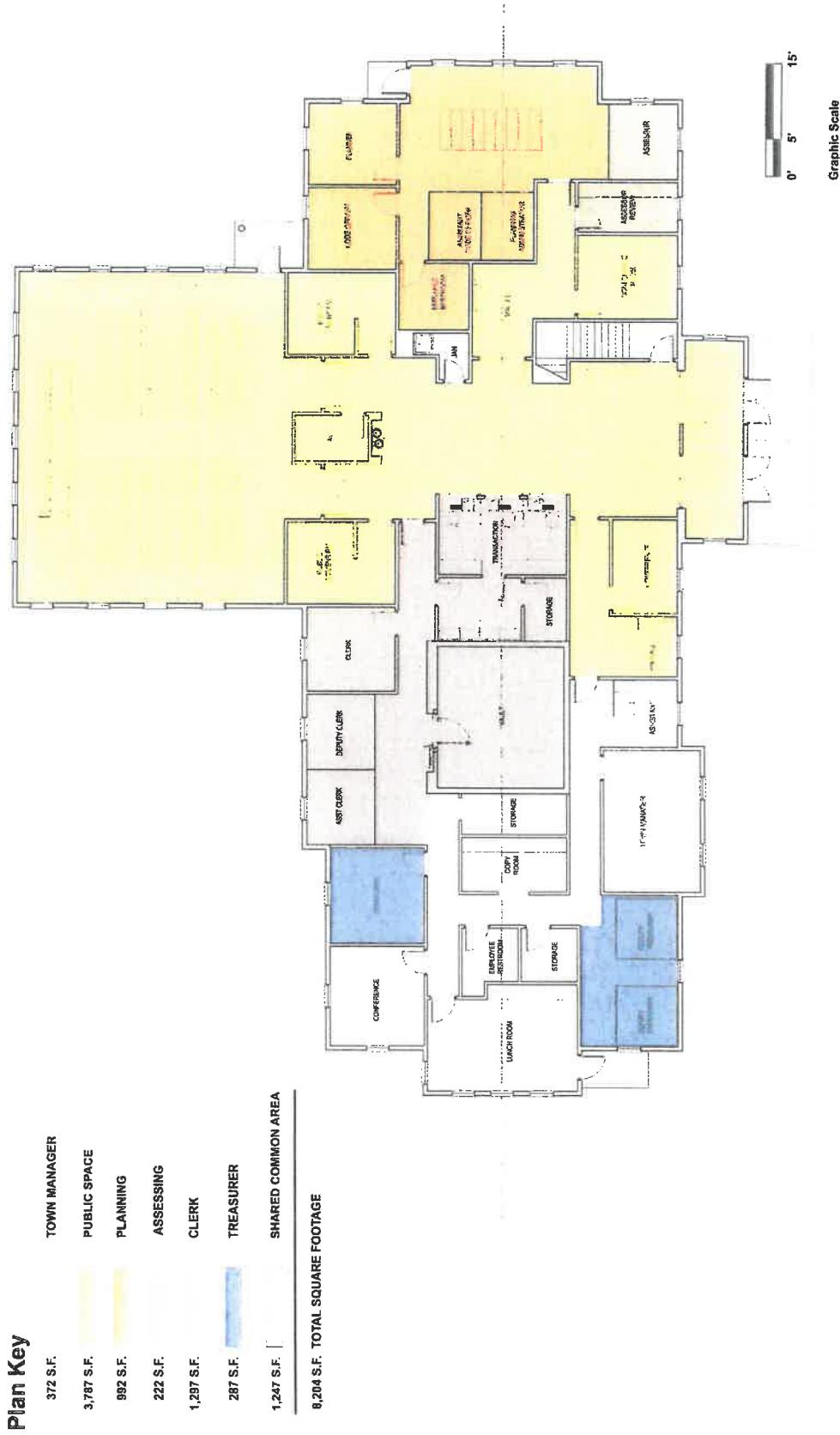
### Expense

Dept/Div:	Category	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs"		Man Req vs"		
							Curr Bud	Change \$	Curr Bud	Change \$	Change %
39-01 Capital Outlay / Administration	Miscellaneous	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00	.00%	
50-20 Historical Preservation	Ongoing preservation of records.	0.00	20,000.00	0.00	130,000.00	0.00	0.00	0.00	0.00	.00%	
50-23 Transfer Out	To record transfer out to Capital Projects Fund.	15,000.00	0.00	125,000.00	1,195.00	200,000.00	75,000.00	60,00%	75,000.00	60,00%	
50-86 Special Projects	To set up a reserve for a town hall.	20,000.00	20,000.00	130,000.00	131,195.00	205,000.00	75,000.00	57,69%	75,000.00	57,69%	
Administration											



Conceptual Rendering Plan A - View From North Street  
**Kennebunkport Town Hall**

Prepared by Graham Architects & Sebago Techniques, Inc  
February 3, 2020



**Conceptual Plan  
Kennebunkport Town Hall**  
Prepared by Graham Architects & Subego Techniques, Inc  
February 3, 2020

Scale 1" = 30'

**Kennebunkport Town Hall**  
Conceptual Site Plan A  
Prepared by Gra'  
Architecture & Sabago Technics, Inc  
February 3, 2021



## Budget Request

02/25/2020

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-02 Capital Outlay / Police Supplies/Equipment	0.00	0.00	0.00	0.00	13,314.00	13,314.00	100.00%
30-03 Equipment Camera replacement at the Police Department. Server cannot operate with Windows 10 and will stop working. New cameras are compatible with new server and Windows 10.	37,000.00	0.00	30,000.00	0.00	31,000.00	1,000.00	3.33%
30-09 Vehicles/Reserve Purchase of 1 new police package (\$28,000) with equipment (\$6,000). <b>207</b> Trade in value (\$3,000). Increase due to rising costs.	37,000.00	0.00	30,000.00	0.00	30,000.00	0.00	.00%
Miscellaneous 50-23 Transfer Out To record transfer out to Capital Projects Fund. Police	0.00	37,000.00	0.00	30,000.00	44,314.00	14,314.00	47.71%

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## Budget Request

02/25/2020

### Expense

Dept/Div:	Category	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs"		Man Req vs Curr Bud Change %
							Curr Bud	Change \$	
Miscellaneous									
50-86 Special Projects	Radio system replacement, 3-5 year project. Increased to reflect the radio system replacement.	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00	100.00%
Communications		0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00	100.00%

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Dept/Div:	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
<b>Supplies/Equipment</b>								
30-03 Equipment	31,600.00	0.00	35,000.00	0.00	35,000.00	0.00	0.00	.00%
Replacement program for SCBAs - year 3 of 8.								
Miscellaneous								
50-23 Transfer Out	0.00	186,100.00	0.00	188,500.00	0.00	0.00	0.00	.00%
To record transfer out to Capital Projects Fund.								
50-46 Building Improvements	14,500.00	0.00	0.00	0.00	200,000.00	200,000.00	0.00	100.00%
21 Reserve to upgrade 32 North Street Fire Station for future town needs.								
50-49 Radio Reserve	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0.00	-100.00%
This account has been reclassified to Public Safety Communications 39-03 50-46.								
50-51 Apparatus Reserve	130,000.00	0.00	130,000.00	0.00	130,000.00	0.00	0.00	.00%
21 Funding for replacement of vehicles per the capital improvement plan. The next replacement is scheduled in 2023 to include a ladder truck.								
50-67 Firefighter PPE	10,000.00	0.00	18,500.00	0.00	0.00	-18,500.00	0.00	-100.00%
Decreased to reflect current need, funds are available in reserves to cover this year.								
Fire Reserve	186,100.00	186,100.00	188,500.00	188,500.00	365,000.00	176,500.00	176,500.00	93.63%

# Conceptual Plan Kennebunkport North Street Fire Station Renovation

Prepared by Graham Architects & Sebago Techniques, Inc.  
February 3, 2020

## Plan Key

2,170 S.F. NEW CONSTRUCTION

992 S.F. RENOVATED CONSTRUCTION



**Budget Request**

02/25/2020

	Dept/Div:	Capital Outlay / Highway	Expense			Manager	2021 YTD	2020 Budget	2019 Actual	2019 Budget	Man Req vs Curr Bud	Man Req vs Curr Bud	Change \$	Man Req vs Change %
			2019	2020	2021									
Supplies/Equipment														
30-03 Equipment		Increased to replace the fuel system at the Town Garage. This system monitors and tracks fuel for all town-owned vehicles. The new system proposed is a Fuel Master system.	175,000.00	0.00	0.00			0.00	15,000.00		15,000.00		15,000.00	100.00%
30-09 Vehicles/Reserve		Year 1 of 2 to fund equipment reserve to replace 2004 International 7400 Tandem Axle with a 2022 Truck.	0.00	0.00	6,000.00			0.00	140,000.00		134,000.00		134,000.00	2233.33%
Miscellaneous														
50-23 Transfer Out	Highway	0.00	175,000.00	0.00	6,000.00			6,000.00	0.00		0.00		0.00	.00%
		175,000.00	175,000.00	6,000.00	6,000.00			6,000.00	155,000.00		149,000.00		149,000.00	2483.33%

**HIGHWAY VEHICLE AND  
EQUIPMENT  
REPLACEMENT SCHEDULE**

ID	Year	Mfr	Type	Replace FY	Projected Cost	Trade or Sale \$	Budget Cost
31	2005	JD F687	Z TRAC	2020	\$ 12,000	\$ -	\$ 12,000
	2008	Petrovend	Fuel Controller	2021	\$ 15,000	\$ -	\$ 15,000
7	2004	INT	7400 TA	2021	\$ 190,000	\$ -	\$ 190,000
7	2004	INT	7401 TA	2022	\$ 190,000	\$ 25,000	\$ 165,000
6	2009	FORD	F-350 2X4 Dual Rear	2023	\$ 45,000	\$ 2,500	\$ 42,500
5	2011	INT	Workstar SA	2023	\$ 90,000	\$ -	\$ 90,000
5	2011	INT	Workstar SA	2024	\$ 90,000	\$ 15,000	\$ 75,000
3	2012	INT	Workstar SA	2025	\$ 180,000	\$ 15,000	\$ 165,000
20	2013	JD	544K Loader	2026	\$ 160,000	\$ 25,000	\$ 135,000
4	2015	INT	Workstar SA	2027	\$ 190,000	\$ 15,000	\$ 175,000
	2018	Trackless	MT7	2028	\$ 200,000	\$ 20,000	\$ 180,000
23	2016	Tymco	435	2028	\$ 160,000	\$ -	\$ 160,000
	2017	Graco	Line Striper	2029	\$ 12,000	\$ -	\$ 12,000
2	2016	INT	Workstar SA	2029	\$ 170,000	\$ 15,000	\$ 155,000
9	2016	FORD	F350 4X4 Dual Rear	2030	\$ 50,000	\$ 2,500	\$ 47,500
22	2018	Case	580 T4F	2031	\$ 150,000	\$ 20,000	\$ 130,000
1	2020	Ford	F350 4x4	2032	\$ 45,000	\$ 2,000	\$ 43,000
	2018	Wayne Reliance	Fuel Pumps	2033	\$ 15,000	\$ -	\$ 15,000
38	2001	TITAN 5000 PLR	Line Striper	Reserve	\$ -	\$ -	\$ -
11	2003	GMC	Sierra 1500	Reserve	\$ -	\$ -	\$ -
8	2003	INT	4300 SA	Reserve	\$ -	\$ -	\$ -
10	2006	FORD	F350 4X4	Reserve	\$ -	\$ -	\$ -
21	2007	Trackless	MT5T	Reserve	\$ -	\$ -	\$ -
x	2006	FORD	RANGER	sell	\$ -	\$ 500	\$ (500)

## Budget Request

02/25/2020

	Expense					
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs " Curr Bud Change \$
Dept/Div: 39-09 Capital Outlay / Road Improvement						
Miscellaneous						
50-23 Transfer Out	0.00	717,000.00	0.00	587,600.00	0.00	.00%
50-47 Road Improvements	717,000.00	0.00	587,600.00	0.00	344,100.00	-243,500.00 -41.44%
Continuation of road rehabilitation program on town roads. Reconstruct Wildes District Rd (Maine St to Turbats Creek) \$150,000; shim and overlay Walkers Lane \$33,000; drainage School St \$20,000 (RSU to share cost); shim and overlay River Rd \$60,000; shim and overlay Ocean Ave (Fairfield Creek to Chicks Creek) \$80,100; and gravel Fairfield Hill Rd \$1,000. Decreased with changing projects.						
Road Improvement	717,000.00	717,000.00	587,600.00	587,600.00	344,100.00	-243,500.00 -41.44%

## **PROPOSED FY-21 SIDEWALK, SHOULDER, DRAINAGE AND ROAD REHABILITATION NEEDS**

**Total Spending for Town Meeting Warrant**

## Budget Request

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs Curr Bud	Man Req vs Curr Bud
Dept/Div:	39-11 Capital Outlay / Sidewalk Construction					Change \$	Change %
Miscellaneous	93,000.00	0.00	90,000.00	0.00	70,000.00	-20,000.00	-22.22%
50-01 Miscellaneous							
Additional improvements of pedestrian, sidewalks, and bicycle lanes. Wildes District Rd (Maine St to Turbats Creek). Decreased with changing projects.							
50-23 Transfer Out	0.00	93,000.00	0.00	90,000.00	0.00	0.00	.00%
Sidewalk Construction	93,000.00	93,000.00	90,000.00	90,000.00	70,000.00	-20,000.00	-22.22%

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## Budget Request

### Expense

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
Dept/Div: 39-13 Capital Outlay / Recreation							
Miscellaneous							
50-23 Transfer Out	0.00	0.00	0.00	2,000.00	0.00	0.00	.00%
50-77 Rec & Park Improvements	0.00	0.00	2,000.00	0.00	5,000.00	3,000.00	150.00%
The requested funds together with capital reserve funds will allow for a drainage and resurfacing project at the Beachwood Road tennis courts, \$45,000, and the replacement of the ice rink liner, \$2,000.							
Recreation	0.00	0.00	2,000.00	2,000.00	5,000.00	3,000.00	150.00%

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**Budget Request**

**Expense**

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud	Man Req vs" Curr Bud	Man Req vs" Change %
Dept/Div: 39-19 Capital Outlay / Revaluation								
Miscellaneous	0.00	0.00	67,000.00	0.00	0.00	-67,000.00	-67,000.00	-100.00%
50-01 Miscellaneous								
Decrease due to 1 time FY 20 project.	0.00	0.00	0.00	67,000.00	0.00	0.00	0.00	.00%
50-23 Transfer Out	0.00	0.00	67,000.00	67,000.00	0.00	-67,000.00	-67,000.00	-100.00%
Revaluation								

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	Expense						Man Req vs"	Man Req vs Curr Bud	Man Req Change %
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager				
Dept/Div: 39-20 Capital Outlay / Special Projects									
Miscellaneous	65,000.00	0.00	0.00	0.00	58,500.00		58,500.00	58,500.00	100.00%
50-01 Miscellaneous									
Transition to town-owned street lights. There are 280 active lights throughout town.									
50-23 Transfer Out	0.00	65,000.00	0.00	0.00	0.00		0.00	0.00	.00%
Special Projects	65,000.00	65,000.00	0.00	0.00	58,500.00		58,500.00	58,500.00	100.00%

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**Budget Request**

Dept/Div:	Capital Outlay / Piers	Expense			Man Req vs "			Man Req vs "		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Curr Bud	Change \$	Curr Bud	Change %
Miscellaneous										
50-23 Transfer Out	0.00	130,000.00	0.00	200,000.00	0.00	0.00	0.00	0.00	0.00	.00%
To record transfer out to Special Revenue Fund.										
50-48 Reserve	130,000.00	0.00	200,000.00	0.00	250,000.00	50,000.00	50,000.00	50,000.00	50,000.00	25.00%
Future capital repairs Cape Porpoise Pier. Increased to reflect projected actual reserve needs.										
Piers	130,000.00	130,000.00	200,000.00	200,000.00	250,000.00	50,000.00	50,000.00	50,000.00	50,000.00	25.00%

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## Budget Request

02/25/2020

	Expense						
	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud	Man Req vs Change %
<b>Dept/Div: 41-01 Debt Service / Debt Service</b>							
Debt Service							
<b>45-03 Sewer Bond 2003</b>							
Maine Municipal Bond Bank:							
\$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% to be paid by sewer users (Maturity in FY 2024.). Increase in principal as maturity approaches.	31,944.00	0.00	32,521.00	0.00	33,125.00	604.00	1.86%
<b>45-07 Interest Sewer Bond 2003</b>							
Maine Municipal Bond Bank:							
\$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% to be paid by sewer users (Maturity in FY 2024.). Decrease in interest as maturity approaches.	3,732.00	0.00	3,121.00	0.00	2,402.00	-719.00	-23.04%
<b>45-11 Police Bldg 2017</b>							
Expansion at the police station. 10 year bond @ 2.39%. Maturity date: September 2, 2026. Increase in principal as maturity approaches.	36,889.00	36,864.01	37,731.00	37,695.20	38,573.00	842.00	2.23%
<b>45-12 Sewer 2018</b>							
FY 21 payment will be from FY 19 budgeted but not expended funds.	54,499.00	0.00	0.00	0.00	0.00	0.00	.00%
<b>45-13 P&amp;R Bldg 2018</b>							
Parks and Recreation building - \$450,000 for 10 years @ 3.62%. Maturity July 20, 2027.	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00	.00%

**Budget Request**  
**Expense**

02/25/2020

	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Manager	Man Req vs" Curr Bud Change \$	Man Req vs" Curr Bud Change %
Dept/Div: 41-01 Debt Service / Debt Service CONTD							
45-15 Principal Ocean Ave - Seawall Bond \$1,000,000/10 yrs @ 3.62%. (Maturity in FY 29) Increase to reflect new debt.	0.00	0.00	100,000.00	0.00	110,000.00	10,000.00	10.00%
45-17 Prin Village Parcel	0.00	0.00	0.00	0.00	355,000.00	355,000.00	100.00%
Village Parcel - Municipal bonds - varying rates - Maturity in FY 40.							
45-21 Interest PD Bldg 2017	8,303.00	8,327.03	7,461.00	7,495.84	6,619.00	-842.00	-11.29%
Expansion at the police station. 10 year bond @ 2.39%. Decrease in interest as maturity approaches.	15,360.00	0.00	0.00	0.00	0.00	0.00	.00%
45-22 Interest Sewer 2018	15,230.00	7,986.97	13,243.00	11,964.11	11,772.00	-1,471.00	-11.11%
Parks and Recreation building - \$450,000 for 10 years @ 3.62%. Decrease in interest as bond matures.							
45-25 Interest Ocean Ave Seawall	0.00	0.00	27,585.00	0.00	45,000.00	17,415.00	63.13%
Bond \$1,000,000/10 yrs @ 3.0%. (Maturity in FY 30) Increase due to new debt.							
45-27 Interest Village Parcel	0.00	0.00	361,000.00	160,479.18	329,975.00	-31,025.00	-8.59%
Village Parcel - Municipal bonds - varying rates - Maturity in FY 40.							
Miscellaneous	0.00	105,535.00	0.00	35,642.00	0.00	0.00	.00%
50-23 Transfer Out	210,957.00	203,713.01	627,662.00	298,276.33	977,466.00	349,804.00	55.73%
Debt Service							

**Debt Service Schedule  
General Fund**

	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Service</b>	
2021	581,697.42	415,569.28	997,266.70	
2022	653,061.27	410,187.37	1,063,248.64	
2023	659,253.33	385,296.84	1,044,550.17	
2024	670,443.89	360,046.66	1,030,490.55	
2025	7,597,226.28	221,756.76	7,818,983.04	1
2026	318,197.67	91,019.87	409,217.54	
2027	319,183.09	78,514.92	397,698.01	
2028	275,000.00	65,927.50	340,927.50	
2029	230,000.00	54,288.00	284,288.00	
2030	125,000.00	46,688.00	171,688.00	
2031	125,000.00	42,315.00	167,315.00	
2032	125,000.00	38,495.10	163,495.10	
2033	125,000.00	34,534.80	159,534.80	
2034	125,000.00	30,455.40	155,455.40	
2035	125,000.00	26,290.50	151,290.50	
2036	125,000.00	22,065.00	147,065.00	
2037	125,000.00	17,789.70	142,789.70	
2038	125,000.00	13,488.00	138,488.00	
2039	125,000.00	9,159.00	134,159.00	
2040	125,000.00	4,760.10	129,760.10	
2041	60,000.00	1,268.10	61,268.10	
	<b>12,739,062.95</b>	<b>2,369,915.90</b>	<b>15,108,978.85</b>	

Note: Includes the following Debt

- 1 VP Balloon Payment to be amortized over 15 years unless funded.
- 2003 Sewer SLR maturing in 2024
- 2016 Police Building maturing in 2027
- 2018 Parks & Recreation building maturing in 2028
- 2020 Ocean Ave maturing in 2030
- 2020 VP exempt maturing in 2040
- 2020 VP taxable maturing in 2025
- 2021 Wastewater maturing in 2041

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**Budget Request**

02/25/2020

**Expense**

Dept/Div:	Assessment / Education	2019			2020			2021			Man Req vs"		
		Budget	Actual	Budget	YTD	Manager	Curr Bud	Change \$	Curr Bud	Change %	Man Req vs Curr Bud	Change %	
Miscellaneous													
50-01 Miscellaneous	RSU assessment - These are projected amounts only - not actual - shown with a 4% increase.	10,220,198.00	10,220,198.00	11,249,250.00		7,499,500.06	11,699,220.00		449,970.00		4.00%		
Education													
		10,220,198.00	10,220,198.00	11,249,250.00		7,499,500.06	11,699,220.00		449,970.00		4.00%		



## Maine Regional School Unit 21

The Schools of Arundel, Kennebunk, and Kennebunkport

*"Developing productive global citizens by building knowledge and character."*

Phillip J. Potenziano, Ed.D., Interim Superintendent of Schools  
Stephen D. Marquis, Ph.D., Director of Operations

Margaret Parkhurst, Interim Assistant Superintendent of Schools  
Susan L. Martin, M.S. Ed., Director of Special Services

TO: RSU 21 Finance Committee  
FROM: Phil Potenziano, Interim Superintendent of Schools  
RE: **AMENDED** FY 21 Proposed Superintendent Budget  
DATE: February 26, 2020

### FY 21 BUDGET DEVELOPMENT Superintendent's **AMENDED** Recommended Budget

#### **FY 20**

**Budget: \$50,170,251**

**Capital Reserve: \$172,000**

**Total: \$50,342,251**

#### **FY 21 (AMENDED)**

**Budget: \$51,992,639**

**Adjustment: \$62,959**

**Capital Reserve: \$342,000**

**Total: \$52,397,598 \***

**FY 21 Projected Increase: 4.08%**

#### **ENTIRE COST CENTER LIST**

Cost Center	FY 20 Budget	FY 21 Proposed	Proposed Change	Percent Change
Athletics	\$947,079.21	\$1,003,638.57	\$56,559.36	5.97%
Curriculum	\$262,905.98	\$263,506.55	\$600.57	0.1%
Health	\$518,516.05	\$534,885.75	\$16,369.70	3.1%
Professional Development	\$97,269.59	\$90,402.12	(\$6,867.47)	(7.06%)
Academic Assessment	\$100,993.16	\$88,272.00	(\$12,721.16)	(12.60%)
Facilities	\$4,894,201.28	\$5,529,121.19	\$634,919.91	12.97%
Fiscal Services	\$399,035.57	\$607,965.82	\$208,930.25	52.36%
Contingency	\$87,500.00	\$91,877.00	\$4,377.00	5.00%
Debt Service	\$6,467,470.00	\$6,297,560.00	(\$169,910.00)	(2.63%)
Tuition	\$2,283,340.00	\$1,936,116.00	(\$347,224.00)	(15.21%)
Food Service	\$167,740.00	\$177,190.00	\$9,450.00	5.63%
Kennebunkport Consolidated School	\$1,587,403.91	\$1,649,020.54	\$61,616.63	3.88%
Kennebunk Elementary	\$3,829,398.30	\$3,741,589.13	(\$87,809.17)	(2.29%)
Kennebunk High School	\$6,120,821.46	\$6,521,206.18	\$400,384.72	6.54%
Mildred L. Day	\$1,842,546.08	\$1,984,133.39	\$141,587.31	7.68%
Middle School	\$4,684,855.65	\$4,953,007.46	\$268,151.81	5.72%
Special Education	\$8,724,993.62	\$9,048,307.53	\$323,313.91	3.71%
ELL	\$47,976.34	\$91,767.00	\$43,790.66	91.28%
Gifted and Talented	\$261,582.87	\$277,454.13	\$15,871.26	6.07%
Sea Road School	\$2,220,606.81	\$2,445,806.63	\$225,199.82	10.14%
Superintendent	\$387,574.67	\$409,333.81	\$21,759.14	5.61%
Development	\$10,500.00	\$13,975.00	\$3,475.00	33.10%
School Board	\$256,640.00	\$413,290.00	\$156,650.00	61.04%
Technology	\$883,704.26	\$777,687.92	(\$106,016.34)	(12.00%)
Transportation	\$3,085,596.19	\$3,108,484.28	\$22,888.09	0.74%
Total Operating Budget	\$50,170,251.00	\$52,055,598.00	\$1,885,347.00	3.76%
Total Operating Budget & Capital Reserve (Set Aside)	\$50,342,251.00	\$52,397,598.00	\$2,055,347.00	4.08%

**Budget Request**

02/25/2020

**Expense**

Dept/Div:	Assessment / County	Expense			Man Req vs"		
		2019 Budget	2019 Actual	2020 Budget	2020 YTD	Manager	Curr Bud Change \$
Miscellaneous	1,135,299.00	1,135,299.19	1,143,776.00	1,143,775.22	1,172,370.00	28,594.00	2,50%
50-01 Miscellaneous							
County taxes. These are projected amounts only - not actual shown with a 2.5% increase.							
County	1,135,299.00	1,135,299.19	1,143,776.00	1,143,775.22	1,172,370.00	28,594.00	2.50%
<b>Expense Totals:</b>	<b>19,946,017.00</b>	<b>19,739,120.22</b>	<b>21,733,206.00</b>	<b>14,769,926.84</b>	<b>23,222,568.00</b>	<b>1,489,362.00</b>	<b>6.85%</b>

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